

SWEET BRIAR COLLEGE



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Sweet Briar College

STUDENTS' HANDBOOK



1969 - 1970

STUDENTS' HANDBOOK



1969 - 1970

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SWEET BRIAR COLLEGE

Sweet Briar, Virginia

24595

1969

CALENDAR

1970

SEPTEMBER

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CALENDAR FOR 1969 - 1970

First Semester, 1969-1970

1969

September	16	Arrival of new students
September	16-20	Program for new students; registration
September	18	*Registration of former students by noon
September	21	Return of former students by 7:30 p.m.
September	21	**Opening Convocation, 7:30 p.m.
September	22	Classes begin, 8:00 a.m.
October	15	**Founders' Day (no morning classes)
October	25	Parents' Day
November	26	Thanksgiving recess begins at 11:50 a.m.
November	30	Thanksgiving recess ends at 11:00 p.m.
December	17	Christmas vacation begins at 11:50 a.m.

1970

January	4	Christmas vacation ends at 11:00 p.m.
January	16	Classes end at 5:20 p.m.
January	21-28	Mid-year examinations

Second Semester, 1969-1970

February	1	Mid-year recess ends at 11:00 p.m.
February	2	Classes begin
March	27	Spring vacation begins at 11:50 a.m.
April	5	Spring vacation ends at 11:00 p.m.
May	15	Classes end at 5:20 p.m.
May	15-16	Senior Comprehensives
May	20-27	Final Examinations
May 30 - May 31		Baccalaureate Service Sixty-first Commencement

*Only former students not in residence in Spring of 1969

**Attendance required. Other Convocations (required meetings) will be announced at a later date.

STUDENT GOVERNMENT ASSOCIATION



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The Student Petition (October 17, 1906)

The students of Sweet Briar College, believing that there is dignity and honor in student government, desire individual and community responsibility for the conduct of students in matters not strictly academic.

We, therefore, petition the President and Faculty for legislative and executive control in certain matters. We ask:

- I. Right to control quiet and order in all places about the buildings and campus that are not under the immediate control of a member of the Faculty.
- II. Permission, with the advice and approval of the Faculty, to extend our power as occasion arises and we prove worthy to be vested with greater power and authority.
- III. Permission to make such additions to the above as we may feel are necessary, with the consent and approval of the President and Faculty.

The Reply of the Faculty

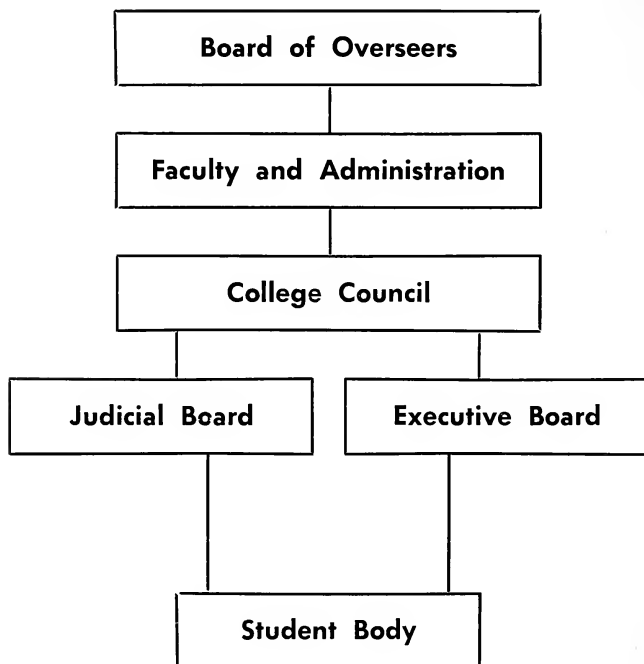
(October 20, 1906)

The Faculty of Sweet Briar College endorses most cordially the desire of the student body to assume responsibility for the conduct of individual students in non-academic matters. Therefore, the Faculty accords permission to frame a constitution embodying laws regulating the points specified in the petition—said constitution to be submitted to the Faculty for endorsement.

Spheres of Authority

The concept of "spheres of authority" has been made the foundation of the Constitution of the Student Government Association because it was felt that control of community life falls naturally into four areas: that primarily of Student concern, that of joint Faculty-Student concern, that primarily of Faculty concern, and that primarily of concern to the Board of Overseers. The drawing-up of the Constitution was a cooperative venture between the Students and the Faculty, and its adoption rested upon ratification by both groups. The Grant of Powers and the Constitution, By-Laws and Regulations

reflect not only the quatrupartite concept, but also the philosophy that responsibility breeds a sense of responsibility. The goal of this endeavor is heightened cooperation between Students and Faculty in the interest of the College and its component parts.



I. In the *Student Sphere*, the organs of government are:

- The Legislative Body, made up of the Association as a whole
- The Executive Board
- The Standing Committees
- The Judicial Board

II. The authority entrusted to the *joint Faculty-Student Sphere* is exercised by the College Council, possessing both legislative and judicial jurisdiction. In its legislative capacity the College Council

meets monthly, whereas in its judicial capacity it meets only when necessary.

III. In the *Faculty Sphere*, the Faculty shares with the administrative officers of the College the responsibility for the academic and social welfare of the College. It provides the instruction given; through its Executive Committee and other standing committees, determines the content of the curriculum; and carries on the academic business of the College.

IV. The *Board of Overseers* has responsibility for active oversight of the College.

Grant of Powers

In response to the request made by the student body in January, 1965 that the Constitution of the Student Government Association of Sweet Briar College be revised, a committee composed of representatives of the Faculty and the Student Government Association was formed to suggest revisions. The revised Constitution is based upon a shift in the original Grant of Powers. The revised Grant of Powers is as follows:

A. The Faculty of Sweet Briar College, in accordance with the authority vested in it by the Board of Overseers, is asked to entrust to the Student Government Association the power to revise and interpret in the following areas of regulation:

1. Extracurricular Activities
2. House Regulations
3. Dress Regulations

The Faculty is asked to entrust to the College Council the power to revise and interpret policy in all areas save those reserved to the Board of Overseers, the Faculty and Administration, and the Student Government Association.

The Faculty is asked to retain the power to revise and interpret in the following areas of regulation:

1. Academic Regulations, including absences
2. Hazing Regulations

The Board of Overseers would retain the following areas of regulation:

1. Drinking Regulations
2. Secret Organizations

B. The Faculty would reserve the right to withdraw all or any part of the power granted if it finds that the power is being abused. Notice would be given before such action would become effective.

Preamble

Whereas, we, the students of Sweet Briar College, understand that all authority originates with and is delegated by the Board of Overseers, and

Whereas, we, as members of a community devoted to intellectual pursuits, do individually and collectively desire to assume responsibility for the welfare of students in that academic community, and

Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their places in a democratic society,

We do hereby, with the consent of the Faculty and Administration, adopt the following Constitution and By-Laws.

Constitution of the Student Government Association of Sweet Briar College

Article I—Name

The name of the organization shall be the Student Government Association of Sweet Briar College.

Article II—Purpose

The purpose of this organization shall be:

1. to strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is "to impart to the students such an education in sound learning, and such physical, moral, and religious training as shall best fit them to be useful members of society"
2. to promote the highest standards of honor and integrity in all phases of college life
3. to foster the individual and community interests of Sweet Briar students, and

4. to advance the spirit of loyalty to the College and its undertakings.

Article III—Membership

All students at Sweet Briar College shall be members of the Association.

Article IV—Legislative Powers

Section 1.

The legislative powers of the Association shall be exercised by the Association as a whole.

Section 2.

These powers shall be:

1. to ratify the rules and regulations lying exclusively within the student area, in accordance with the Grant of Powers from the Faculty and Administration
2. to propose and discuss rules and regulations which must be considered by the Executive Board prior to a vote by any definitive body.

Article V—Executive Powers

Section 1.

The executive powers of the Association shall be exercised by the Executive Board.

Section 2.

A. The membership of the Executive Board shall consist of:

1. the Officers of the Executive Board: the President, Vice-President, Secretary, and Treasurer of the Student Government Association
2. the House Presidents
3. the four Class Vice-Presidents
4. the Chairman of the Social Activities Committee, *ex-officio*, non-voting
5. The four class presidents, *ex-officio*, non-voting.

B. The powers of the Executive Board shall be:

1. to administer the Student Government Constitution and By-Laws
2. to explain to the students the meaning of the Student Government Constitution and By-Laws

3. to consider all petitions, appeals, and proposals for amendments to the Student Government Constitution and By-Laws, and, at the discretion of the Board, to refer each to the proper authority
4. to consider all petitions, appeals, and proposals for changes to the rules and regulations as stated in the *Students' Handbook*, and at the discretion of the Board, to refer each to the proper authority
5. to review the Student Government budget and to recommend the same to the student body
6. to conduct all Student Government elections
7. to review the Student Government rules and regulations annually
8. to supervise the organization of the *Students' Handbook* annually.

Article VI—Judicial Powers

Section 1.

The judicial powers of the Association shall be exercised by the Judicial Board.

Section 2.

The judicial officers shall be: the Judiciary Chairman of the Student Government Association, the Vice-Chairman, and the Secretary of the Judicial Board.

Section 3.

- A. The membership of the Judicial Board shall consist of:
1. the Judiciary Chairman of the Student Government Association
 2. three seniors, three juniors, three sophomores, two freshmen: at least one Judicial Board member shall reside in each dormitory.
- B. The administrative powers of the Judicial Board shall be:
1. to interpret the Honor System to the members of the Association and to the Faculty
 2. to request and to undertake investigations.
- C. The judicial powers of the Judicial Board shall be:
1. original jurisdiction in all cases except those reserved to the College Council or the House Councils
 2. the right to refer any cases to the College Council
 3. to hear appeals from a decision of the House Councils and to exercise final decision in such cases.

Article VII—House Councils

Section 1.

Each house shall be governed by its own House Council.

Section 2.

The membership of each House Council shall consist of:

1. the House President
2. the Hall President (s)
3. the House Social Representative (s)
4. the House Judicial Representative.

Section 3.

- A. The administrative power of the House Council shall be:
1. to organize and to administer house functions
 2. to enforce regulations concerning attendance at Student Government meetings.
- B. The legislative power of the House Council shall be to formulate the house regulations for each house subject to the approval of the residents of the house.
- C. The judicial power of the House Council shall be to interpret and enforce house regulations.

Article VIII—College Council

Section 1.

The College Council shall exercise legislative, executive, and judicial powers.

Section 2.

- A. The membership of the College Council in its legislative capacity shall consist of:
1. the President of the Student Government Association
 2. the Chairman of the Judicial Board
 3. the four Class Presidents
 4. one House President elected by all the House Presidents as their representative
 5. the President of the College
 6. the Dean of the College

7. the Dean of Students
 8. four members of the Faculty, elected annually by the Faculty.*
- B. The membership of the College Council in its judicial capacity shall consist of:
1. the President of the Student Government Association
 2. the Chairman of the Judicial Board
 3. the members of the Judicial Board
 4. the President of the College
 5. the Dean of the College
 6. the Assistant Dean of the College
 7. the Dean of Students
 8. the College Physician
 9. four members of the Faculty, elected annually by the Faculty.*
- C. The legislative power of the College Council shall be to make policy in all areas save those reserved to the Board of Overseers, the Faculty and Administration, and the Student Government Association.
- D. The executive power of the College Council shall be:
1. to interpret the Student Government Constitution and By-Laws
 2. to exercise administrative oversight, in principle, in the operations of the Student Government Association
 3. to serve as a communications board between faculty and students.
- E. The judicial power of the College Council shall be:
1. to hear appeals from a decision of the Judicial Board and to exercise final decision in such cases
 2. to reserve the right to review all cases
 3. to have original jurisdiction in cases involving academic honesty, suspension or expulsion and to make recommendations of suspension or expulsion to the President of the College
 4. if such a penalty is being considered by the College Council, the accused shall be guaranteed the right
 - a) to be informed of the nature and source of the charge against her

*The members of the Faculty for 1969-70 are: Mr. Collins, Miss Parker, Mr. Shannon and Miss Stone.

- b) to have a fair and speedy trial
- c) to be confronted with her accuser whenever feasible
- d) to speak in her own defense
- e) to present witnesses who can testify as to the facts of the case.

Article IX—Committee of Appeals

Section 1.

If the penalty of suspension or expulsion is recommended by the College Council, the accused shall have the right of appeal to the Committee of Appeals.

Section 2.

A. The membership of the Committee of Appeals shall consist of:

- 1. three faculty members appointed for each case by the President of the College, exclusive of those presently serving on the College Council
- 2. the President of the College, *ex-officio*, non-voting
- 3. the President of the Student Government Association, *ex-officio*, non-voting
- 4. the Chairman of the Judicial Board, *ex-officio*, non-voting.

B. Procedure

- 1. the accused must request her appeal within 48 hours of the notification to her of the recommendation by the College Council
- 2. the Committee shall have the right to review decisions of the College Council and shall refer a case back to the College Council for reconsideration if it disagrees with the original decision of the Council.

Article X—Amendments

Section 1.

Amendments may be proposed by any Board, Council, or Committee of the Association, by a member at any meeting of the Executive Board or of the Association, or by a Special Committee appointed by the President of the Student Government Association.

Section 2—Procedure

A. All proposals shall be studied by the Executive Board. They

shall be referred, with recommendations, to the College Council at least one week prior to the vote of the Council.

- B. The College Council may make amendments to the proposal. If the College Council, by a two-thirds vote, approves the proposal as amended, the amended proposal shall be communicated to the members of the Association and to the Faculty one week in advance of their respective meetings.
- C. Final adoption of an amendment requires two-thirds vote of the members of the Association and of the Faculty.

By-Laws of the Student Government Association of Sweet Briar College

Section I—Honor System

- A. I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THIS PLEDGE.
- B. It is understood that every member of the Sweet Briar community adheres to the above principles, in order that we may insure and preserve a free community in which we move without restraint and in a common trust of one another.
- C. After passing the Student Government test at the beginning of her first year at Sweet Briar, every student is expected to sign the Pledge, indicating that she will absolutely adhere to the principles of the Association as long as she is a member thereof.

Section II—Meetings of the Association

- A. The Association shall hold regular monthly meetings and others when necessary.
- B. Students are required to attend Student Government meetings. If a student is unable to attend, she is required to notify her House President before the meeting.

Section III—Executive Branch**A. Executive Officers and the House Presidents:**

1. the duties of the President shall be:
 - a. to call and preside at the meetings of the Association and of the Executive Board
 - b. to represent the students whether personally or through her representatives when the need arises
 - c. to appoint special committees when necessary
 - d. to make an annual report to the Association at the April meeting.
2. the duties of the Vice-President shall be:
 - a. to perform the duties of the President in her absence
 - b. to administer the regulations governing participation in extra-curricular activities
 - c. to serve as chairman of the Inter-Club Committee
 - d. to supervise Student Government elections.
3. the duties of the Secretary shall be:
 - a. to record and post the proceedings of the Association and of the Executive Board, keeping a permanent record of the same and filing a copy with the Dean of Students
 - b. to send to the Secretary of the Faculty a copy of the amendments to the By-Laws adopted by the Association
 - c. to attend to all the correspondence of the Association.
4. the duties of the Treasurer shall be:
 - a. to serve as Chairman of the Finance Committee and in this capacity
 - 1) to collect the Student Activities fees
 - 2) to prepare the budget of the Association for approval at its November meeting
 - b. to keep a record of all money of the Association and to expend the same according to the direction of the Executive Board of the Association
 - c. to make interim reports of the finances at the request of the President of the Association or of the Executive Board
 - d. to render to the Association at the close of the fiscal year a complete report of the year's work

STUDENT GOVERNMENT ASSOCIATION

- e. to prepare the accounts of the Association for audits supervised by the Treasurer of the College.
- 5. the duties of the House President shall be:
 - a. to exercise general supervision over her dormitory
 - b. to preside over the House Council of her dormitory
 - c. to be responsible for the housebook of her dormitory.
- B. Meetings of the Executive Board:

The Executive Board shall meet once every week and when called by the President. These meetings shall be open.
- C. Standing Committees
 - 1. Inter-Club Committee:
 - a. the Inter-Club Committee shall consist of: all club presidents; the heads of Orientation, Campus Chest, Student Development Fund, Vocational Guidance Committee; the Editors of the *Sweet Briar News*, the *Briar Patch*, and the *Brambler*; and the Vice-President of the Student Government, who shall serve as Chairman of the Committee.
 - b. its powers and duties shall be:
 - 1) to act as a coordinating body for club activities
 - 2) to report to the Executive Board the approval or disapproval of any proposed club, other organization or publication
 - 3) to keep on file the constitution and membership of each club, organization, and publication
 - 4) to recommend to the Executive Board the surveillance of an established club if the validity of the club is questioned.
 - c. the Chairman shall call meetings of the Committee. Members of the community may request that a meeting be called for discussion of general questions pertaining to extra-curricular activities.
 - 2. Social Activities Committee:
 - a. the Social Activities Committee shall consist of: a Chairman, eight seniors, eight juniors, eight sophomores, and three freshmen to be elected by their respective classes. The student in each class with the highest number of votes shall be the Committee Chairman of her class.

b. its powers and duties shall be:

1. to sponsor all student entertainment activities except Spring Weekend
2. to review dress regulations and to propose changes
3. to encourage the observance of the standards of dress and behavior stated in the *Students' Handbook*.

3. Finance Committee:

a. the Finance Committee shall consist of the Treasurer of the Student Government who shall serve as Chairman, the Treasurer and Assistant Treasurer of the College, and the treasurer of all clubs and organizations which receive money from the Student Activities Fund.

b. its powers and duties shall be:

1. to prepare an annual budget for adoption by the Association
2. to administer the Student Activities Fund in accordance with the budget adopted by the Association
3. to decide upon any financial appeal of an organization or of any individual that has been referred to the Committee
4. to discharge the treasurer of a student organization for mismanagement of funds (the decision whether the funds have been well managed will rest with the Finance Committee and the sponsor of the organization. In case of discharge a new treasurer shall be elected.)
5. to require that the accounts of every campus organization be audited three times a year as specified by the committee.

c. the Finance Committee shall meet in April and October and at other times at the discretion of the Chairman.

4. Orientation Committee:

a. the Orientation Committee shall consist of: the Chairman elected by the Association, and sophomores and juniors selected by the Chairman.

b. Its powers and duties shall be those necessary to help orient new students to life at Sweet Briar.

Section IV—Judicial Branch**A. Judicial Officers:**

1. the duties of the Chairman of the Judicial Board shall be:
 - a. to interpret to students, faculty, and College Council the underlying philosophy of the Honor System and Regulations and the policy of the Judicial Board
 - b. to discuss with the Dean of Students all cases coming to the Judicial Board prior to and/or during their consideration by the Board
 - c. to conduct meetings of the Judicial Board
 - d. to explain in person to those concerned decisions of the Board.
2. the duties of the Vice-Chairman of the Judicial Board shall be to perform the duties of the Chairman in her absence.
3. the duties of the Secretary shall be:
 - a. to record and keep a permanent record of all proceedings of the Judicial Board and file copies of the same with the Dean and with the Dean of Students
 - b. to prepare a report of all cases brought before the Board and, at the Board's discretion, to post the cases on the Student Government board for one week following the report
 - c. to write a resume of any case which is to be brought before College Council in its judicial capacity and to take it prior to the meeting to the Dean for the use of the members of College Council.

B. Meetings:

The Judicial Board shall meet at the discretion of the Chairman.

C. Penalties:

1. The penalties which may be imposed by the Judicial Board are:
 - a. withdrawals of privileges
 1. Pink Slip (overnight absences)
 2. Housebook
 3. Library (for breach of Library regulations)
 - b. probation
- When placed upon probation, a student must pledge before the Judicial Board the following statement: "I (name

given) because (cause given) accept probation and pledge myself to be especially scrupulous in all matters. I understand that any infringement will be more serious for me than for other students." This Pledge shall be filed in the records of the Judicial Board.

c. suspension of Pledge

Suspension of Pledge involves the loss of all privileges granted to Sweet Briar students through the Honor System and Student Government regulations. The pledge may be suspended for varying lengths of time. At the end of her term of Suspension of Pledge, a student shall have the opportunity to re-sign her pledge.

d. any other penalty which the Judicial Board deems appropriate to the particular case.

2. A penalized student or her representative may ask for reconsideration of her penalty by the Judicial Board or may appeal to the College Council for re-examination of her case. Petitions of appeal must be filed with the Secretary of the Judicial Board within 48 hours after the penalty is imposed.

Section V—College Council

A. Meetings of the College Council in its legislative capacity must be called by the Chairman:

1. once each month
2. at the request of a majority of the Council members.

B. Meetings of the College Council in its judicial capacity must be called by the Chairman of the Judicial Board if, after consultation with the Dean of the College and the Dean of Students, she deems it advisable.

C. A quorum of the Council shall be:

1. in its legislative capacity, nine members
2. in its judicial capacity, fifteen members, of whom there shall be at least nine students and six non-students.

D. Procedure

1. each year the Council in its legislative capacity shall choose its officers from among its own members and shall adopt its own procedural methods with the following exceptions:
 - a. the President of the Student Government Association shall preside as Chairman of the Council

- b. discussion of any topic presented during the meeting must be deferred until the next meeting upon the request of any three Council members
 - c. the Secretary shall prepare the agenda and distribute a copy to each Council member prior to the meeting
 - d. all meetings shall be open unless otherwise specified by the two-thirds vote of the Council.
2. Each year the Council in its judicial capacity shall choose its officers from among its own members and shall adopt its own procedural methods with the following exceptions:
 - a. the Chairman of the Judicial Board shall preside as Chairman of the Council
 - b. all judicial matters shall be decided by secret ballot
 - c. in judicial cases the accused shall be guaranteed the rights stated under Article VIII, Section 2, E, 4.
3. All procedural matters shall be decided by majority vote; all substantive matters by two-thirds vote.

Section VI—Elections

A. Eligibility

1. Academic regulations to determine eligibility for student offices shall be specified by the Dean and posted prior to the elections.
2. The standards for retention of office are the same as those for eligibility.
3. Class distribution of offices:
 - a. from the rising Senior Class shall be elected the President and the Vice-President of the Student Government Association, the Judiciary Chairman of the Association, no more than three House Presidents, three Judicial Board Representatives, the Editor of the *Briar Patch*, and the Chairman of the Social Activities Committee
 - b. from the rising Junior Class shall be elected the Secretary and the Treasurer of the Association, no more than three House Presidents, three Judicial Board representatives, and the Chairman of the Orientation Committee
 - c. from either the rising Senior or the rising Junior Classes shall be elected the Editors of the *Sweet Briar News* and the *Brambler*

- d. from either the rising Senior or the rising Junior Classes shall be appointed the Chairman of Campus Chest, the Chairman of the Student Development Fund, and the Editor of the *Student's Handbook*. These appointments shall be made by the Executive Board after consultation with those presently holding the above positions
 - e. from the rising Sophomore Class shall be elected no more than four House Presidents and three Judicial Board Representatives.
4. Prior to her Junior year a student may not serve two consecutive years on the Executive Board, the Judicial Board, or the College Council. A student may serve on any board her Junior or Senior year.

B. Nominations

1. The five groups for nominations are composed of the following candidates for offices:
 - a. Group I (to be elected in a Student Government meeting)
 - 1) President of the Student Government Association
 - 2) Chairman of the Judicial Board
 - 3) Secretary of the Student Government Association
 - 4) Treasurer of the Student Government Association
 - b. Group II (to be elected in class meetings)
Class Presidents
 - c. Group III (to be elected by ballot)
 - 1) Vice-President of the Student Government Association
 - 2) Judicial Board representatives
 - 3) Chairman of the Orientation Committee
 - 4) Editor of the *Sweet Briar News*
 - d. Group IV (to be elected by ballot)
 - 1) House Presidents
 - 2) Chairman of the Social Activities Committee
 - 3) Editor of the *Brambler*
 - e. Group V (to be elected in class meetings)
 - 1) Vice-President of the Class
 - 2) Secretary of the Class
 - 3) Treasurer of the Class

- 4) Editor of the *Briar Patch* (at a meeting of the rising Senior Class)
- f. the following people shall be appointed by the Executive Board after consultation with those presently holding the positions:
 - 1) Chairman of Campus Chest
 - 2) Chairman of the Student Development Fund
 - 3) Editor of the *Students' Handbook*
2. To be a candidate for Groups I, II, III, IV, and V, a student must sign her name on a ballot at a time and place designated by the Vice-President of the Student Government Association. Those students who are abroad their Junior Year may be nominated by resident students.
3. Elections shall be conducted by the Student Government Association before Spring Vacation of each year.
4. After Group V elections have been held and the above appointments have been made, other officers shall be elected by their respective organizations.
- C. Newly elected officers shall assume their duties after spring vacation.
- D. If a vacancy occurs in any office of the Association, the President shall ask the person who ranked next on the ballot in the last election to fill the office. Temporary vacancies shall be filled by appointment of the Executive Board.

Section VII—Amendments to By-Laws

By-Laws shall be amended by the same procedure as that used for amendments to the Constitution with the exception that final adoption of an amendment requires a majority vote of the College Council and of the Student Body.

EXECUTIVE BOARD MEMBERS

<i>President</i>	JARRETT DUDLEY
<i>Vice President</i>	MARY JO PETREE
<i>Secretary</i>	CLAIRE KINNETT
<i>Treasurer</i>	BARBIE GRACEY
<i>House Presidents</i>	
<i>Boxwood</i>	ALLEN LYBROOK
<i>Carson</i>	ROMA SKEEN
<i>Dew</i>	JEAN ANDREWS
<i>Grammer</i>	LANDI MOORE
<i>Gray</i>	ANN GATELEY
<i>House 1</i>	TRICIA HODGE
<i>House 3</i>	JOHANNA YAPLE
<i>Manson</i>	SUE HOLBROOK
<i>Meta Glass</i>	} LYNN WATERMAN EMILY McNALLY
<i>Randolph</i>	
<i>Reid</i>	MARGARET HAYES
<i>Vice President Senior Class</i>	MARY JANE HIPP
<i>Vice President Junior Class</i>	MIDGE MONTGOMERY
<i>Vice President Sophomore Class</i>	PENNY WALSH
<i>Vice President Freshman Class</i>	TO BE ELECTED
<i>Ex-officio, non-voting members</i>	
<i>Chairman of Social Activities Committee</i>	WALLIS WICKHAM
<i>President of Senior Class</i>	NIA ELDRIDGE
<i>President of Junior Class</i>	LINDA LEWIS
<i>President of Sophomore Class</i>	BARBARA TESSIN
<i>President of Freshman Class</i>	TO BE ELECTED

JUDICIAL BOARD MEMBERS

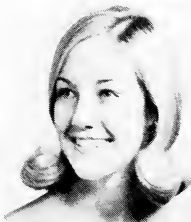
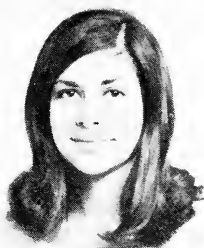
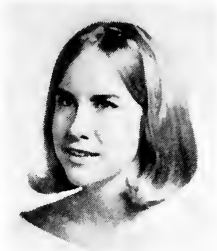
<i>Chairman</i>	BARBARA OFFUTT
<i>Vice Chairman</i>	KATHY CUMMINGS
<i>Secretary</i>	BECKY RANDOLPH
<i>Senior Representatives</i>	{ DIANE McCABE
	{ KATHY CUMMINGS
	{ BETTY McLEMORE
<i>Junior Representatives</i>	{ BECKY RANDOLPH
	{ LYN MANOV
	{ MICHELA ENGLISH
<i>Sophomore Representatives</i>	{ HILLARY MANKIN
	{ LINDA ODUM
<i>Freshman Representatives</i>	{ KATHY UPCHURCH
	{ TO BE ELECTED

EXECUTIVE BOARD MEMBERS



Top Center: Jarrett Dudley, Mary Jo Petree, Claire Kinnett; *First row, left to right:* Barbie Gracey, Allen Lybrook, Roma Skeen, Jean Andrews; *Second row:* Landi Moore, Ann Gateley, Tricia Hodge, Johanna Yaple; *Third row:* Sue Holbrook, Lynn Waterman, Emily McNally, Kate Schlech; *Fourth row:* Margaret Hayes, Mary Jane Hipp, Midge Montgomery, Penny Walsh; *Fifth row:* Wallis Wickham, Nia Eldridge, Linda Lewis, Barbara Tessin.

JUDICIAL BOARD MEMBERS



Top Center: Barbara Offutt; *First row, left to right:* Kathy Cummings, Becky Randolph, Diane McCabe; *Second row:* Betty McLemore, Lyn Manov, Michela English; *Third row:* Hillary Mankin, Linda Odum, Kathy Upchurch.

STUDENT GOVERNMENT RULES



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Statement of Policy of Sweet Briar College

Any student accepting a place at Sweet Briar College should know that the College will not tolerate extremes of social behavior which are injurious to the individual, the community or the College. The misuse of alcohol or drugs and sexual behavior which affronts contemporary moral standards will not be condoned.

The President's judgment suffices in dealing with incidents in these areas, and the penalty of suspension or expulsion may be used at her discretion.

The President and the Deans will be willing to clarify the College's interpretation of the above statement as well as its definition of acceptable behavior in particular circumstances.

Any student unwilling to acknowledge such authority on the part of the College is advised to withdraw.

Attention is also called to the following statement from the College Catalog under "WITHDRAWAL":

The College reserves the right to exclude at any time any student whose conduct or academic standing it regards as undesirable.

HONOR SYSTEM

The Honor System is based on the fundamental belief that harmony in community living is best achieved when it has as its basis honor and mutual trust. The Honor System at Sweet Briar College is constructed so as to uphold these three principles which we believe to be the core of the individual and community honor:

- 1) Integrity of one's word
- 2) Respect for the property of others
- 3) Honesty in academic work (including preparation of classroom work, papers, laboratory work and notebooks, tests and examinations)

Each student is required, under pledge, to adopt these standards and to uphold them during the duration of her career at Sweet Briar.

HONOR PLEDGE

After passing the Student Government test at the beginning of her first year at Sweet Briar, every student is expected to sign the honor pledge, without reservation, indicating that she will adhere to the principles of the Association as long as she is a member thereof.

I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THIS PLEDGE.

In order to avoid external controls as much as possible we depend upon certain means of self-enforced discipline.

1. The student must report herself for any infraction of the Sweet Briar regulations covered by the Honor System. If there is cause to think that specific infractions are occurring, judicial representatives, in accordance with judicial procedures, have the power to ascertain whether or not this is true.

2. The student is first of all responsible for her own behavior. If she has reasonable knowledge of a breach of the regulations, she is honor-bound, by signing the pledge, to ask the offender to report

herself. If the offender fails to report herself, it is within another student's power to report to the proper Student Government officer. Signing the pledge does not commit a student to report an offender, but it does commit her to ask the offender to report herself.

STUDENT RULES AND REGULATIONS

Any infraction of the Sweet Briar Rules and Regulations which involves lying, cheating, or stealing is considered a breach of honor. All regulations covered by the Honor System are noted in red. An honor regulation is one which the student has pledged herself to uphold. The student is honor-bound to report herself and to ask other students to report themselves for infractions of the honor regulations. Such infractions will be considered honor offences and as such will be punished with severity.

All other regulations were made for the safety of the individual and the harmony of community living. STUDENTS ARE EXPECTED TO ABIDE BY THESE REGULATIONS. If the Judicial Board has reason to believe that these regulations not governed by the Honor System are not being upheld, it reserves the right to take the appropriate measures necessary for enforcement.

ANY STUDENT HAS THE RIGHT TO REPORT ANOTHER STUDENT TO THE JUDICIAL BOARD FOR AN INFRACTION OF ANY OF THE COLLEGE REGULATIONS AFTER SHE HAS SPOKEN TO THAT STUDENT ABOUT THE INFRACTION.

ACADEMIC REGULATIONS

THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK WHICH IT REPRESENTS. Therefore principles of academic honesty are an essential part of the Sweet Briar Honor System. In accordance with these principles the following regulations have been established:

I. Examinations and tests

- A. All tests and examinations are given under the Honor System. The student's signature signifies that the information given is her own on a test or paper. It is regarded as a guarantee of honest work.
- B. It is suggested that only those materials needed for the examination be brought into the examination room. For their own protection students are advised not to bring notebooks into classrooms where tests and examinations are to be held.

II. Papers

- A. Literary honesty is avoiding in both appearance and reality any presentation of the words or ideas of another as one's own work. The wording used by others in expressing even commonly known facts is private property, and to include it in a paper, as though it were one's own is dishonest. Ideas and facts not generally known and not commonly accepted still bear the personal impress of the men who formulated or discovered them, and it is unfair for the student to present such facts and theories as though they were his own, even if he changes the phrasing their originator used to express them. The student may use another person's work only if due credit is given.

Credit is given for the words of another by enclosing them in quotation marks or by indenting and single-spacing them. A footnote must be used to show the exact source. A quoted passage may range from a single word, to a phrase, sentence, paragraph, or series of paragraphs.

Every quotation must be exact. If words or phrases within a quotation are omitted for the sake of brevity, three dots should be used to indicate the omitted portion.

If such words as pronouns or proper names in a quotation are not clear, an identifying or explanatory word may be inserted by the student. This editorial material must be enclosed in square brackets.

Credit is given for the fact or idea of another, or the paraphrase or summary of another's work, by a footnote specifying the source. Acknowledgement must be made even though the student expresses the ideas and facts in words different from the source.

- B. Examples of the unfair use of material follow:

This is a paragraph from *The Rise of American Civilization* by Charles A. and Mary Beard:

When the first Continental Congress assembled in Carpenter's Hall in Philadelphia, it was found that many of the ablest men in America had been sent to speak for the discontented groups in the colonies. Some were bold: Gladson of South Carolina was for an immediate attack on General Gage in Boston. Others were cautious: Dickinson of Pennsylvania thought that a respectful petition to the king would re-

store harmony; Washington, like Cromwell before him, apparently awaited the decree of Providence.

The following is not an exact copy of the original, but it contains some of the phraseology which was formulated by the Beards and which therefore belongs to them. To hand in as an original paper one containing this paragraph without giving credit to the Beards would be dishonest.

Among the members of the first Continental Congress, which met in Philadelphia in 1774, were some of the most capable men in America. They *had been sent to speak for the discontented groups in the colonies*. Some of the delegates, like Gladson of South Carolina, favored *bold*, decisive action. Others, like Dickinson of Pennsylvania, were more cautious, believing that a *respectful appeal to the king* would lead to a solution of their problems. Washington *apparently awaited the decree of Providence*.

In the following paragraph, none of the wording employed by the Beards remains, but the whole framework of the paragraph, the ideas and their arrangement, had been retained. The inclusion of this paragraph in a paper as if it were original work would be dishonest.

Many of the wisest men in the colonies were among the delegates of the first Continental Congress. There was a great difference of opinion among these men about what ought to be done concerning the grievances of the colonies. There were those who favored prompt decisive action. Gladson of South Carolina, for instance, advocated attacking the British troops in Boston at once. There were others who believed that a deferential appeal to the king would bring about a redressing of their wrongs. Washington seemed to be content with a policy of watchful waiting for what fate had in store. No wonder that John Adams declared the Congress was part Whig, part Tory, and part mongrel.

The sum of these principles, however, is not that it is impossible to utilize the work of the Beards. The material in this paragraph may be used in several ways. In the first place, it may be quoted entirely or in part, a footnote being used to refer to the source of the quotation. In the second place,

all or part of the paragraph may be used as an indirect quotation. In indirect quotation the writer does not reproduce exactly the words of his source but presents the ideas in his own words, at the same time acknowledging his indebtedness. Paragraph 3 might be used, for instance, after some such introduction as this: "According to Charles A. and Mary R. Beard in *The Rise of American Civilization*, many of the wisest men in the colonies were . . . etc." Finally, the facts in the paragraph or some of them might be used without borrowing either the phraseology or the organization employed by the Beards, credit being duly given them in a footnote.

C. Instructor's procedure upon infraction

1. If an instructor observes a possible breach of academic honor he should promptly confer with the student involved.
 - a. If after conferring with the student the instructor believes that a breach has occurred, he shall urge the student to report herself to the Judiciary Chairman of the Student Government Association. The student shall advise the instructor when she has done so.
 - b. If the student fails to do so promptly, the instructor shall report the case himself to the Judiciary Chairman.
2. When consulted by a student concerning suspicious work which she has observed, the instructor should advise the student to discuss the case with the Judiciary Chairman.
3. If an instructor is in doubt about the best procedure in a given case, he should consult the Dean or the President of the College.

D. EXPULSION, SUSPENSION, AND, IN THE CASE OF ACADEMIC MATTERS, SUSPENSION OF THE PLEDGE SHALL BE RECORDED ON THE STUDENT'S PERMANENT RECORD. IN EITHER OF THE LATTER TWO CASES, THE RECORD OF THAT PENALTY SHALL BE EXPUNGED UPON THE GRANTING OF A SWEET BRIAR DEGREE.

III. Library Rules (see page 77)

CAMPUS REGULATIONS

Note: The campus Closing Hour is:

12:00 midnight Sunday-Thursday

1:00 a.m. Friday and Saturday

This is the hour at which the Security Police officially lock the dormitory doors.

I. Non-overnight absence

A. First semester Freshmen

1. Signing out

- a. A first semester Freshman is on her honor to sign out on the housebook if she is leaving the Amherst-Lynchburg area or if she will not be returning to campus before 7:00 p.m.
- b. Another student may sign out for you if you have forgotten to do so. Forgetting to call back to be signed out before leaving the area or before 7:00 p.m. is a reporting offense.

2. Signing in

- a. It is an honor offense to sign in for another student.
 - b. All first semester Freshmen must sign in on housebook by the Closing Hour.
 - c. Your signature on the housebook verifies that the time of your signing in is correct. Misrepresenting the actual time of your arrival in the dorm on the housebook is an honor offense and accordingly will be treated with the appropriate severity.
 - d. A student's date must leave before she signs in.
3. All first semester Freshmen are on their honor to be on campus, and without a date, between the Closing Hour and 6:00 a.m.
4. Freshmen may not date Monday-Thursday during the first six weeks of classes of the first semester.

B. Second semester Freshmen and Upperclassmen

1. Signing out on the housebook is voluntary. However the signout procedure is provided for the student's own protection in case of accident or other emergency. Stu-

dents are urged to take advantage of this procedure. Students are asked to consider carefully the estimated time of arrival on the housebook in consideration of their House President.

2. Housebook will be checked only once at the Closing Hour.
 - a. It is an honor offense to sign in for another student.
 - b. Your signature on the housebook verifies that the time of your signing in is correct. Misrepresenting the actual time of your arrival in the dorm on the housebook is an honor offense and accordingly will be treated with appropriate severity.
 3. When returning to campus after the Closing Hour, students must leave their dates at the Information Center.
- C. The privilege of dormitory keys has been granted to all students for use when the student returns to her dormitory after the dorms are locked at the Closing Hour.
1. It is an honor offense to remove a key from the Information Center without properly signing out for that key.
 2. After letting herself into the dorm, a student must place the key in the box provided for that purpose and call the Information Center (5712) to report that the door has been relocked and the key has been dropped in the box. You will be allowed fifteen minutes to reach your dorm and call back.
 3. All keys must be returned to the appropriate boxes in the dorms by the time the Security Police unlock the dorms at 6:00 a.m. By signing out a key the student temporarily assumes custody of College property. The retention of the key beyond the allotted time (i.e., 6:00 a.m.) will result in the loss of the key privilege.
 4. If a student loses a key she will have to suffer the expense of having the lock and all of the keys in her dorm replaced.
 5. It is an honor offense to have a key duplicated. This is stealing from the College.
 6. Students returning to their dorms after the Closing Hour are expected to do so in an orderly and quiet manner out of respect for other members of the community. The House Council will punish infractions of this nature.

7. Students must take special care to see that the door is locked after them when entering or leaving the dorms after the Closing Hour. A student must not prop open a door.
- D. Any lateness on the housebook when a student has signed out to return to the dorm before the Closing Hour will be automatically reported to the House Council by the House President.
- E. Dates are not allowed in the dorms after the doors have been locked by the Security Police.
- F. It is an honor offense for a student to sign out a key and to allow it to be used by any person (including date) who does not have the key privilege.
- G. A student may not open a door from the inside to allow anyone to enter the dorm after the Closing Hour.

II. Overnight absences

ANY STUDENT WHO DELIBERATELY LEAVES THE CAMPUS FOR AN OVERNIGHT WITHOUT SIGNING OUT, OR STAYS AWAY FROM THE CAMPUS FOR THE NIGHT WITHOUT NOTIFICATION TO THE COLLEGE, OR MISREPRESENTS INFORMATION ON THE PINK SLIP WILL BE SUBJECT TO THE RECOMMENDATION OF SUSPENSION FROM THE COLLEGE.

- A. A student who stays out of her dorm past the time when the dorms are unlocked (6:00 a.m.) and has spent this time off campus or with a date is considered to have taken an overnight. It is an honor offense to take an overnight without being signed out on a pink slip.
- B. Signing out on pink slips: Each student must fill out her own slip. Failure to do so is an honor offense. A student's signature on the pink slip verifies that all the information given is true and correct.
- C. All students will sign out in the first floor hall of Dew dormitory.
 1. Each student is responsible for properly filing her own slip in the box provided for this purpose.
 2. If a student signs out for an overnight leave of absence after 4:30 p.m. on the day of departure, she must take her pink slip directly to the Resident Counselor-on-Duty.

3. Only in cases of emergency or a late invitation should overnight signouts for the weekend be made later than Thursday at 4:30 p.m.
 4. Each student must check off the appropriate meals that she will miss on the sheet provided for that purpose.
 5. Each student is on her honor to plan her overnight absences in accordance with her parental permission slip (which she has signed) on file in Office of the Dean of Students.
- D. The purpose of the pink slip is to enable the College to get in touch with a student in cases of emergency. Any change of address such that one may not be reached through the information on her pink slip must be reported immediately to the Resident Counselor-on-Duty before the campus Closing Hour. This is for your protection in case of emergency. The phone number is 381-5100. This includes notifying the Resident Counselor-on-Duty if you are returning to campus a day earlier than expected. Failure to call back is an honor offense.
- E. Signing in on pink slips: this is done in the foyer of the refectory. Each student must sign in for herself by the Closing Hour of the day of her return.
- F. Overnights allowed:
(Overnights taken with parents visiting in the area are not counted in a student's quota.)
1. Freshmen may not be away overnight during the first three weeks of academic work.
 2. Freshmen are limited to 8 overnights during the first semester.
 3. All other students may take overnight absences at their discretion.
- G. Students may not sign out with the Resident-Counselor-on-Duty for an overnight, or call back for an overnight after 9:00 p.m.

III. Parental permission slips

A student's signature on her parental permission slip indicates her pledge of honor to uphold the stipulations therein set down when planning her off-campus activities. It is the responsibility

of the individual student to be familiar with the limitations of her own permission slips. It is an honor offense to violate these permission forms.

IV Vacations

A student may not schedule an arrival at the college after a vacation or recess between 11:00 p.m. and 6:00 a.m. (Special permission may be obtained from the Dean of Students under extenuating circumstances.)

V. Miscellaneous reminders

- A. A student must remember that she, in her behavior off campus as well as on, is a representative of the Sweet Briar community. Students are urged to give special consideration to their conduct in the Amherst-Lynchburg area.
- B. Out of courtesy students are asked to report to their hostesses as soon as possible, by going to the house or by telephoning if the former is not feasible. Each student is asked to honor the request of her hostess concerning a curfew hour.
- C. After dark students may be off the main highways for the purpose of picnics or boondocking in groups of no less than four. At no time may students use the two fields directly behind Sweet Briar Station, Old Stage Road, or Sweet Briar Station Road. Students are reminded to respect the property of other people living in the Sweet Briar and Amherst communities. Trespassers will be prosecuted in the courts of law in Amherst.

MOTORING REGULATIONS

- I. All students except freshmen may have custody of an automobile on campus with parental permission. Parental permission slips will determine the rules and regulations for the individual student driver and car owner. However, the Judicial Board reserves the right to revoke the privilege at any time if it judges that the circumstances warrant such a measure. Under no circumstances may a student maintain or have custody of an automobile on campus or in the vicinity of the college, either her own or that of another person, while enrolled at Sweet Briar, without parental permission on file in the Office of the Dean of Students.
- II. Students are required to abide by the Virginia State Motor Vehicle regulations. A written test on these regulations, adminis-

tered by the Judicial Board, must be taken within one week after the car is registered. Failure to pass the test or to take the test within the time designated will be followed by the removal of the privilege until the test is passed. Copies of the Handbook of the Virginia Department of Highways will be provided.

- A. Cars must be parked in designated student areas.
- B. Speed limit on the campus is 15 m.p.h. except where otherwise indicated.
- C. Students must have parental permission to ride in cars operated by other students, to borrow the car of another Sweet Briar student, or to lend her car.
- D. Any serious accident or one which results in injury to other persons must be reported at once to the Office of the Dean of Students.

III. Violations of the Motoring Regulations as determined by the parental permission slips are handled by the Judicial Board as reporting offenses. Violations of any regulation may be followed by the removal of the privilege for the student concerned.

IV. Temporary use of cars

Students, other than those with cars registered, may have custody of another's car under the following circumstances:

- A. That permission be obtained from the Office of the Dean of Students in advance of a car's coming onto the campus and that it be registered promptly with the Security Police. (If a student is away from the campus and wishes unanticipated permission to bring a car to Sweet Briar, she should telephone the Resident Counselor-on-Duty for permission and should register the car immediately upon return. Such permission will not be granted between the Closing Hour and 6:00 a.m.)
- B. That the car, while on campus, be parked in a parking lot designated by the Security Police.
- C. That the car be subject to a parking fee if at the college for more than three days.

V. Students may not ask to borrow an automobile owned by a faculty or staff member. They may drive such a car only when asked to do so for the convenience of the owner.

VI. It is understood that:

- A. In order to operate an automobile, the student must be a licensed driver.
- B. Due precaution will be given to the number of passengers in the automobile and to the observance of all traffic regulations.
- C. Any student maintaining an automobile on campus must comply with the insurance requirements of the College.

MARRIED STUDENTS

A student already enrolled who wishes to continue her college course after marriage must submit to the Dean, not less than one month before the marriage, her written request accompanied by a letter from her parents. Each request is considered by the Dean in conference with the President, and a decision is made with full regard for the particular circumstances. It is expected that a married student will reside with her husband or her parents. Any other arrangement must have the prior approval of the Dean. The College reserves the right to require the withdrawal of a student who has married secretly.

FIRE PREVENTION

1. A FALSE RINGING OF THE FIRE ALARM IS AN EXTREMELY SERIOUS OFFENSE AND WILL BE TREATED ACCORDINGLY.
2. No fire may be made in any room.
3. No candles may be used in the dormitory rooms. Permission to use candles in the parlors or common rooms must be obtained from the Assistant to the President of the College, and any question of fire prevention should be referred to him.
4. Nobody may sit on fire escapes; nothing may be placed on the fire escapes or ladders.
5. Smoking is NOT permitted in the following places:
 - a. Dormitories except smoking is allowed in specified smokers
 - b. Dormitory parlors except when entertaining guests or during official meetings (Smoking is permitted in the main lobby of Meta Glass.)
 - c. Academic buildings except seminar rooms

- d. Faculty and staff offices unless a faculty or staff member is present and gives permission
- e. The Bookshop, Babcock Auditorium, and the Chapels
- f. The Boathouse except on the upstairs sun deck
- g. The Library except in the History Reserve Room and the two smoking lounges

RULES CONCERNING SMOKING WERE MADE FOR THE SAFETY OF THE STUDENTS AND THE WELFARE OF THE CAMPUS. THEREFORE, THESE RULES ARE UNDER THE HONOR SYSTEM. STUDENTS ARE EXPECTED TO REPORT THEMSELVES AND TO ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THESE RULES.

DRINKING REGULATIONS

THERE SHALL BE NO DRINKING AT SWEET BRIAR COLLEGE EITHER BY STUDENTS OR BY THEIR GUESTS WITH THE EXCEPTIONS NOTED BELOW.

POLICY ON THE SERVING AND CONSUMPTION OF BEER ON THE CAMPUS

This policy is subject to annual review and the privileges granted may be withdrawn at any time without notice if in the opinion of the responsible administrative officials of the College the privilege has been abused and is working to the detriment of the college community.

- I. 3.2 beer and wine may be served at the Boxwood Tea Room. It is an honor offense for any student who is not 21 to consume wine at the Boxwood Tea Room or for any student, who is under 18, to consume beer there.
- II. 3.2 beer may be served at College-approved, co-educational, social activities (such as combo parties) in the Gymnasium. The beer to be served under these conditions is to be purchased by the student chairman of the party and to be served by the College Food Service. No outside help may be used.
- III. Two or more couples (girls with dates) may drink 3.2 beer on the picnic grounds near Monument Hill provided they have registered in advance with the Information Center. The beer must be provided by the dates and any unused beer must be taken off campus by the dates. It is the responsibility of the Sweet Briar

students to see that the empty cans are placed in the proper receptacles.

IV. No beer may be stored anywhere on the campus and may not be kept, even temporarily, in student's rooms or cars.

The privileges are granted on the stipulation and with the understanding that Sweet Briar students will not trespass on neighboring properties. If they are found to be doing so, the individuals involved will be regarded as having committed a serious violation of the regulations of the College and the violation will be dealt with by administrative action or the Amherst County courts.

Note: Although the Association does not undertake to give legal advice, it wishes to call the attention of everyone to the Virginia State Law concerning alcoholic beverages. According to this law it is a misdemeanor (1) for any holder of a license to sell any alcoholic beverages to any person who is less than twenty-one years of age, (2) for any person under twenty-one years to falsely represent his age to be twenty-one or older in order to purchase alcoholic beverages and (3) for any person to purchase alcoholic beverages for another person who he has reason to know is under twenty-one years of age. Beer with an alcoholic content of 3.2 may be sold to those 18 years of age or older. Students while residents in Virginia are expected to conform to this and all other laws of the state.

REQUIRED MEETINGS

Students are expected to attend:

- a. Convocations
- b. Student Government meetings
- c. House meetings
- d. Class meetings

The presiding officer at these meetings has the right to call roll at any time. If a student is unable to attend a convocation, she must see the Dean. If unable to attend a Student Government meeting or a house meeting, she must notify her house president before the meeting. If unable to attend a class meeting, she must notify her class president. Penalties for unexcused absences from the Convocations will be set by the Dean; penalties for unexcused absences from Student Government, house, or class meetings will be set by the Executive Board and enforced by the Judicial Board.

HOUSE REGULATIONS**I. Quiet:**

- A. Students should be reasonably quiet at all times in the dormitories out of consideration for others.

Particular emphasis shall be given to maintaining quiet: in the dormitories on weekdays and Sundays from 7:30 p.m. to 7:15 a.m.; on Saturdays from closing hour to 10:00 a.m. Sunday. During the weeks of examinations, there shall be 24-hour quiet hour.

- B. Any student, as a member of the Association, shall have the right and shall be under obligation to protest against an unwarranted disturbance in the dormitories. In case of persistent disregard of the rights and comfort of others, she shall be expected to give the student or students creating disturbance a noise warning (s) in accordance with the system established by the House Council of that dormitory.

II. Visiting the dormitories:**A. Overnight on campus:**

If staying overnight in any place other than her own room (including the Infirmary), a student should leave a note on her door giving full information concerning her whereabouts.

B. Guests in the dormitories:

1. Every overnight guest in the dormitories must be registered by her hostess with the Resident Counselor prior to arrival. No guests may stay in the dormitories more than two consecutive nights.
2. All guests must abide by the dormitory and campus regulations.

C. Male visitors:

If a student wishes to take her father or her brother to her room, she should see that other girls on the hall are notified.

CAMPUS REGULATIONS

- I. For safety reasons students are asked not to walk after dark in unlighted areas of the campus or on the main campus road from the highway.
- II. Campus limits are defined as: the college gate on the highway, the college boundary on Elijah Road, the lake, the road to the

monument above the dairy as far as the monument, and the A.A. Cabin via direct route. (See map of campus inside back cover.)

- A. All students may use the Outing Cabin, but only in accordance with the rules of the Athletic Association. (See page 87.)
- B. Students may use the Boathouse and the Picnic Grounds after registering in the Information Center. These areas may not be used for parties anytime between the Closing Hour and 6:00 a.m.

III. Bicycles:

A. Regulations:

- 1. All bicycles must be equipped with red rear reflectors or red reflecting tape.
- 2. Any bicycle ridden at night must be equipped with a light.
- 3. All bicycles must be registered with the Security Police Officers.

4. Parking:

- a. At no time should a bicycle be parked on any portion of the campus roads or walkways.
 - b. Students will be expected to park their bicycles in racks provided in designated areas.
- B. It is recommended that you lock your bike when it is not in use and that you tag it with your name and address.

IV. Motorcycles:

Guest motorcycles are not allowed on the campus beyond the parking lot by the Date House.

V. Taxis:

- A. Students are requested to use the regular college service of Jordan Taxi Company: 946-6001.
- B. Students and dates are not to meet trains at the Sweet Briar Station as the College has given Jordan Taxi Company the responsibility for doing this. At vacations and recesses, Jordan's meets trains automatically at the Sweet Briar Station. At other times students should notify this taxi company of their need to be met.

- VI. Men are not allowed on the campus between the Closing Hour and 6:00 a.m. except to pick up or leave a date at the Information Center.

DRESS REGULATIONS

(Under jurisdiction of the Social Activities Committee) The dress regulations are based on a belief that a student shows respect to herself and to her college by the appearance she keeps both on and off campus. It is assumed that a Sweet Briar girl will be neatly and suitably dressed at all times.

A. Skirts must be worn:

1. To all academic and faculty appointments; to all faculty and staff offices; and in Fletcher, Babcock, Guion and Benedict during class and office hours.
2. To all meals beginning with Monday breakfast through Friday lunch and including the Sunday noon meal. (Exception: Riding clothes are allowed at academic appointments and at breakfast and lunch if the ride is scheduled near class time or meal time.)
3. In the Browsing Room and in all parlors.
4. In Boxwood Inn, in the Briar Patch Inn, in Amherst and Lynchburg and in walking on main highways.

B. Informal attire:

1. Informal attire or pants may be worn to Friday dinner, Saturday breakfast, Saturday lunch, Saturday dinner, Sunday early and late breakfasts, and Sunday supper, and on campus except during the times and in the places cited in A. (Exception: Skirts must be worn to all meals on Parents' Weekend and Commencement Weekend.)
2. All shirt tails must be tucked in when outside the dorm, and when in public areas of the dorm.

C. Heels must be worn:

1. To all evening lectures, concerts and plays.
2. To the Sunday noon meal.

D. Heels or nice flats must be worn in Lynchburg while shopping.**E. Hair in rollers is discouraged, but in case of necessity when hair is rolled up, pincurls and rollers must be COMPLETELY covered by a LARGE scarf. Rollers may not be worn in those places cited in A nor in the Emily Bowen Room.****F. No sleep-wear may be worn to public functions in Grammer Commons.**

- G. Coats and ties are required of men guests in the college dining rooms at evening meals and at Sunday dinner.
- H. Members of the Social Activities Committee will take the initiative to remind students of violations and have the authority to take measures when persistent infractions are noted.

REGULATIONS GOVERNING EXTRACURRICULAR ACTIVITIES

I. Financial Management:

- A. To cover annual dues of the various student organizations of the college, and to support various other student enterprises, a Student Activities Fund has been created. By vote of the student body this fee of \$50 is to be paid by every student in the college. Checks should be made payable to the Student Activities Fund and deposited with the Treasurer of the Student Government Association in the early fall.
- B. All organizations handling money shall maintain organization accounts in one of the local banks.
- C. Organization accounts shall be kept in books approved by the Finance Committee.
- D. Accounts of all organizations receiving money from the Student Activities Fund and those which handle considerable amounts of money shall be audited at least three times a year by the Assistant Treasurer of the College, at the scheduled time agreed upon by the Treasurer of Student Government and the Assistant Treasurer of the College. These organizations shall file with the Assistant Treasurer of the College an annual report of the financial transactions at the end of the fiscal year, April 30.

II. Supervision:

An activity will be defined as any organized function which consumes time and energy outside a student's academic pursuits. All activities shall be supervised by the Vice-President of the Student Government Association, who shall consult regularly with the Dean's Staff and the College Physician.

III. Freshmen:

Freshmen may not engage in extracurricular activities until the end of the first six weeks of the first semester. The only exception is membership in the College choir.

IV. Eligibility:

- A. Academic eligibility for extracurricular activities is determined each year by the Dean. For 1969-1970 the credit ratios have been set as follows:

	CREDIT RATIO		
	Major Rating	Cumulative	Preceding Semester (1.1 unless otherwise specified)
GROUP I			
President of Student Government	1.50	1.30	1.50 (no F)
Chairman of the Judicial Board	1.50	1.30	1.50 (no F)
Secretary of Student Government		1.30	1.50
Treasurer of Student Government		1.30	1.50
GROUP II			
Class Presidents		1.30	1.50 (for freshmen, 1.30)
GROUP III			
Vice-Pres. of Student Government	1.50	1.30	1.50 (no F)
Judicial Board Representatives		1.30	1.50
Chairman of Orientation Committee		1.30	1.50
Editor of the <i>Sweet Briar News</i>		1.30	1.50 (no F)
GROUP IV			
House Presidents		1.30	1.50
Chmn. of Social Activities Com.	1.50	1.30	1.50
Editor of the <i>Brambler</i>		1.30	1.50
GROUP V			
Vice-President of Classes		1.30	1.50
Secretary of Classes		1.20	
Treasurer of Classes		1.20	
Editor of the <i>Briar Patch</i>	1.50	1.30	1.50
OTHERS			
Social Activities Committee Members		1.20	
Chairman of Campus Chest		1.20	1.20
Chairman of Student Development Fund		1.20	1.20
President of Y.W.C.A.		1.30	1.50
Vice-President of Y.W.C.A.		1.30	1.50
Secretary of Y.W.C.A.		1.10	1.20
Treasurer of Y.W.C.A.		1.10	1.20
Cabinet Members of Y.W.C.A.		1.10	1.20
Business Manager of the <i>Brambler</i>		1.20	
Editor of the <i>Handbook</i>		1.30	
Business Manager of the <i>Handbook</i>		1.10	
Business Manager of the <i>Briar Patch</i>		1.20	
Staff Members of the <i>Briar Patch</i>		1.10	
Business Manager of the <i>News</i>		1.20	
Staff Members of the <i>News</i>		1.10	

Curriculum Committee Chairman	1.30	1.30
Curriculum Committee Members	1.10	
Athletic Association President	1.30	1.30
Athletic Association Vice-President	1.30	1.30
Athletic Association Secretary	1.10	1.20
Athletic Association Treasurer	1.10	1.20
Athletic Association Sport Heads	1.10	
Paint and Patches President	1.30	1.50
Paint and Patches Vice-President	1.30	1.50
Paint and Patches Secretary	1.10	
Paint and Patches Treasurer	1.10	
Paint and Patches play participants	1.20	
Dance Group	1.20	
Senior Show, Freshman Show	1.10	
Choir Officers	1.30	
Choir Members	1.10	
Christmas Bazaar Chairmen	1.20	1.30
Officers of all other clubs	1.10	
Chmn. and officers of all other com.	1.10	
Sweet Tones	1.10	

The Credit ratio of members of the following need not be checked:

Campus Chest	World Affairs Club	Q.V.
Orientation	Aint's and Asses	Young Democrats
Vocational Guidance	Bum Chums	Young Republicans
Student Development Fund	Chung Mungs	Boxwood Inn Representatives
Spanish Club		

B. In order to be eligible for the following offices, the student's physical condition must be checked by the College Physician.

1. All members of the Executive Board and Judicial Board
2. All editors and business managers of all publications
3. Class Presidents
4. House Presidents
5. Chairman of Social Activities Committee
6. Chairman of Campus Chest
7. Heads of Christmas Bazaar
8. Producer and Director of Senior Show and Freshman Show
9. President of Paint and Patches
10. Leads in P & P plays
11. Chief technical directors of P & P plays
12. Officers of Y.W.C.A. and members of Cabinet
13. Officers of A.A. and heads of sports
14. Chairman of Student Development Fund
15. All major offices which carry with them an *ex-officio* position

C. Miscellaneous:

1. Before the nominations come to the Office of the Dean, the Vice-President of the Student Government Association will indicate on the nominations sheet those students who have more than the prescribed limit of academic work (over 17 hours or more than 6 courses); also whether a student is carrying other extra-curricular activities.
2. No student listed on the Probation and Warning Lists issued at the end of each semester is eligible for any office.
3. A student carrying more than 17 hours or more than 6 courses may not hold any office unless special permission has been granted by the Dean.
4. The Vice-President of the Student Government Association will check academic standing at the time of six-weeks reports.
5. For participants in dramatics, those selected for major and minor parts should be listed on separate sheets.
6. All lists must be alphabetized and the class of which the student is a member must be indicated in each case.
7. Not less than 48 hours, exclusive of Saturdays and Sundays, must be allowed for the checking of eligibility lists.

V. Nominations:

See pages 23-24

VI. Scheduling Meetings:

- A. The college calendar is under the supervision of the Office of the Dean whose approval of each college or college-related event is requested on a calendar notice blank (green sheet) presented to the Office.
- B. An important event, the plans for which are incomplete, may be tentatively listed until a completed calendar notice blank can be presented and approved. If an event includes a visiting speaker and/or requires food and preparation of the place of meeting, approval request blanks obtained with the calendar notice blank must be filed in the indicated offices.
- C. The calendar notice blank is obtained from the Office of the Dean where there is a wall calendar listing all approved events. Reading this calendar can prevent requesting approval of a conflicting event or can indicate the person to contact concerning possible arrangements which will resolve a conflict. No

event may be scheduled during the chapel period (Noon Tuesday and Friday) and no evening event conflicting with choir rehearsals may be scheduled until 8:15 p.m. Tuesday and Thursday.

- D. The weekly mimeographed calendar is posted each Friday morning. All events listed on this calendar must be approved by the preceding Wednesday. All events which do not need to be listed must be approved at least 24 hours prior to the event.

VII. Hazing:

- A. Hazing of any kind is expressly forbidden.
- B. No fancy dress nor initiation costumes may be worn to the library or to any academic appointment.

VIII. Secret Organizations:

All secret organizations are forbidden by order of the Board of Overseers of the College.

IX. Self-Help:

No student may engage in more than three (3) self-help activities.

Application for such jobs must be made to and cleared through the Assistant Dean of Students.

ACADEMIC RULINGS



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All students are expected to be familiar with the academic regulations and procedures in this section, which consist of excerpts from the Handbook of Faculty Rulings. Other faculty rulings will be found in the catalog of the College. A student who does not understand any ruling should consult the Dean. Ignorance of the regulations will not be an acceptable excuse for failure to comply with them.

I. Registration, Changes of Program, Schedules

- A. 1. Registration of students in courses takes place in the spring semester at a time designated by the Recorder. Registration of transfer students and of former students returning after a term of absence takes place during the opening week of the academic year.
2. Freshmen must submit their choice of courses to the office of the Dean by July 1 and will be registered in advance of opening week, their program being subject to changes which may be made as a result of placement tests or for other acceptable reasons.
3. The registration of all students must be completed before the first scheduled class of the academic year and all students are required to attend the Convocation at the opening of the year. Rooms will not be held for students beyond the hour set for Convocation, unless an acceptable excuse has been presented to the Dean before that time.
- B. 1. For students in courses, changes of program for either the first or second semester may be arranged after the scheduled registration period and until May 1 by a revised schedule card signed by the adviser or major professor.
2. After May 1 and until September 1, the Dean may permit changes of program for the first semester. A fee of \$10 will be charged. No changes of program may be made between September 1 and the end of the first day of classes in the first semester. Necessary changes may be made, with the approval of the Dean and on payment of a fee of \$10, between the second day of classes and the end of the second week of the semester.
3. Changes for the second semester may be made between May 1 and December 1. For changes made after December 1 a fee of \$10 will be charged.

4. In case of the failure of the student to secure a passing grade in a first semester course, a necessary change in program may be made in the first week of the second semester. No fee will be charged in such a case.
5. The Dean is empowered to waive the fee in any case if in her judgment this is justified. The fee will be waived in the case of new students for their first year in the College and, in the case of students returning after a term of absence, for any changes made during the first semester.
6. A student may not enter a course later than the end of the second week of a semester. A student who drops a course after the fourth week of the semester, or, in the case of a first semester freshman, after the eighth week, automatically incurs an F in that course. Exceptions may be made by the Dean at her discretion or on the recommendation of the College Physician. Such exceptions shall be reported to the Executive Committee of the Faculty.
7. A change of program is not valid until the completed form is presented to the Recorder by the student.

II. Courses of Instruction, Hours and Credits, Requirements for Graduation and Class Standing

- A.
 1. The announcement of courses to be offered shall each year be presented by every department to the Committee on Instruction for its consideration and recommendation to the Faculty which must approve all course offerings.
 2. No change from the catalog announcement of credit hours or number of hours of meeting may be made without the approval of the Committee on Instruction.
 3. In courses where additional hours may be taken for credit, the additional hours must be taken concurrently with the course. The permission of the instructor for the extra hour or hours must be given in writing to the Recorder.
- B.
 1. Permission to audit a course must be obtained from the instructor and approved by the Dean.
 2. A student must obtain special permission from her faculty adviser and the Dean, and the approval of the College Physician, in order to carry more than 17 hours of academic work or more

than six different courses. Courses being audited are counted in the total.

3. A student may not carry less than 12 credit hours of academic work. The Dean is empowered to grant exceptions to this ruling. If the reason is one of health, the recommendation of the College Physician is required.

C. 1. The credit ratio is the ratio of the total number of quality points to the total number of semester hours taken, excluding physical education, grades in which are not counted in computing the credit ratio.

2. The credit ratio is computed as follows: for each semester hour of A, 3 quality points; B, 2; C, 1; D, 0; F, -1. For every hour of plus add .3; for every hour of minus, subtract .3.
3. In computing the ratio, courses which are reported as incomplete, conditioned or failed are counted.
4. Courses completed at another institution, including the Junior Year in France, are not counted in computing the credit ratio.
5. The grade on the comprehensive examination will not be computed in the credit ratio or major rating.

D. 1. In order to be eligible for the Sweet Briar degree, a student must present 120 semester hours of credit, in addition to the required work in physical education, and must have a cumulative credit ratio of not less than 1.00 on the courses taken at Sweet Briar. She must satisfy the distribution requirements for the degree as specified in the catalog.

2. A minimum of two years of residence, one of which must be the final year, is required for the degree and not less than 60 semester hours of credit presented for the degree must have been earned at Sweet Briar.
3. Every candidate for the degree must pass a comprehensive examination in her major subject. (See III, D, below.)
4. A credit ratio of not less than 1.00 on all courses offered to fulfill the major requirement is required for graduation.
5. The diploma must be made out in the full legal name of the student at the time the degree is conferred.

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6. A student who after eight semesters of work fails to meet the general credit ratio or the credit ratio in her major required for graduation may be permitted to return to college for one semester in the year following. She must carry not less than twelve hours of work for credit and must have a credit ratio of 1.00 for her entire college course and a credit ratio in her major of 1.00 in order to obtain the degree.
 7. Exceptional cases may be referred by the Dean to the Executive Committee of the Faculty.
- E.
1. For senior standing a student must have passed at least 88 semester hours of work and have a cumulative credit ratio of not less than 1.00 and must have met the degree requirements in foreign language and physical education.
 2. For junior standing in the first semester a student must have passed 55 semester hours; in the second semester, 72 hours; in each case with a cumulative credit ratio of not less than 1.00.
 3. For sophomore standing in the first semester, 28 semester hours; in the second semester, 42 semester hours; in each case with a cumulative credit ratio of not less than 1.00.
 4. A student who fails to earn the hours or credit ratio or other stipulations required for full class standing will be carried on the roll of her class as a Conditional Sophomore, Junior or Senior and will not be entitled to the social or non-academic privileges of her class until she has achieved full class standing.
- F.
1. Any student who fails to meet the requirements for class standing will be reported by the Dean to the Committee on Student Eligibility which may place the student on probation or the warning list or may declare her ineligible to continue her college course.
 2. A student who, having been on probation for two consecutive semesters or for any three semesters, fails to achieve a cumulative credit ratio of 1.00 may be declared ineligible to continue in the college. Exceptions to this rule may be made on the recommendation of the Dean by the Committee on Student Eligibility.
- G.
1. By agreement between the three colleges, a student at Sweet Briar College may take a course at Lynchburg College or Randolph-Macon Woman's College, provided the course is not offered at Sweet Briar College. With the approval of the appropriate department at Sweet Briar, the course may be counted

toward the Sweet Briar degree and the grade will be counted in the computation of the cumulative credit ratio.

2. Application for admission should be made to the Dean. No tuition will be charged in addition to that already paid to Sweet Briar College, but the student must pay any extra fees or charges and must make her own arrangements for transportation.

III. Tests, Examinations, Grades

- A.
 1. All tests and examinations are given under the honor system.
 2. The student's signature to any written work is regarded as a pledge of honest work.
- B.
 1. Examinations for each course are held at the end of each semester and are scheduled in accordance with a plan approved by the Faculty.
 2. If a department or instructor wishes to substitute some other piece of work for an examination, the Dean must be informed in advance and not later than one month before the end of classes within the semester. The Dean will notify the Recorder if no examination is to be given.
 3. A copy of each course examination, both mid-year and final, must be filed in the Recorder's Office.
 4. Course examinations are normally of two hours duration and must be terminated promptly. An instructor who wishes to give an examination of longer duration must request the prior approval of the Dean.
 5. All course work must be completed by the last day of classes in each semester.
- C.
 1. If, preceding an examination or hour test, a student feels ill, she shall report immediately to the Infirmary. If the College Physician determines that the student is unable to take the examination or test on schedule, the instructor, in consultation with the College Physician, shall determine the time and place for a deferred examination or test.
 2. If a student is in the Infirmary at the time scheduled for an examination or test, she may, with the permission of the Physician, take it in the Infirmary. By arrangement with the in-

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structor, however, she may take it at a later time after she has left the Infirmary.

3. Examinations and tests taken in the Infirmary are conducted under the honor system.
 4. If a student is absent from an examination for reasons other than health, she must forfeit credit for the course unless she presents for such absence an explanation satisfactory to the instructor and the Dean. If she is absent from a test without a satisfactory excuse, she will receive a grade of F for the test.
- D. 1. Every candidate for the degree must pass a comprehensive examination in her major subject. The examination shall be given in the final semester of the senior year at the time specified in the official Calendar. It will not be given at any other time nor at any place except Sweet Briar.
2. The grade for the comprehensive examination shall be recorded as "With Distinction," "Satisfactory" or "Unsatisfactory."
 3. The grade for the comprehensive examination shall be given to the Recorder who will inform the student whether she has passed. Grades may not be given to any student or her parents by an instructor.
 4. If a student fails the comprehensive examination, she is eligible for one re-examination only, which may not be taken before the following September but must be taken within the academic year following that in which she first took the examination.
- E. 1. Grades are to be assigned with the following meaning: A indicates excellent work; B, good; C, average; D, poor but passing; E, condition; F, failure.
2. a. In the case of year courses the numbers of which are connected by a hyphen, a grade shall be given at the end of the first semester but the grade given at the end of the second semester shall be the final grade for the year.
 - b. In year courses the numbers of which are separated by a diagonal line, the grade for each semester is separately recorded but the second semester must be completed if credit is to be allowed for the first semester.
 - c. In year courses the numbers of which are separated by a comma, the grade for each semester is separately recorded

and graded, but the first semester is a prerequisite for the second unless otherwise indicated in the course description in the catalog.

3. a. If the mid-year grade in a year course is an F, the instructor shall decide whether the work of the first semester must be repeated. If the final grade is an F, the instructor shall decide whether both semesters or only the second semester must be repeated before a final grade may be given for the course.
 - b. If a grade of F is obtained at the end of the first semester of a year course and the course is then dropped, the grade shall be counted for one semester only. If the course is continued into the second semester and dropped after the fourth week of the semester, a grade of F will be recorded for the year.
- F. 1. In case the grade at the end of any semester is F, E (Condition) or Incomplete, the instructor shall complete a report thereof in duplicate on a form available in the Dean's Office. This report is to be given to the Dean at the time the grades are reported to the Recorder.
2. Failure in a required course shall be removed by repeating the course either at Sweet Briar or at another institution, subject to the approval of the Dean and the head of the department concerned. If a student fails a required course twice, she may be declared ineligible to remain in college.
 3. A grade of E (Condition) indicates that, in the judgment of the instructor, the student should be given an opportunity to present further evidence of her proficiency before receiving a final grade for the course because (a) after doing satisfactory work she has failed a final long paper or examination; or (b) her work, while not clearly failure, is not of passing quality, yet a repetition of the course is not desirable.
 4. An E (Condition) on the first semester's work in a year course may be removed by passing a re-examination to be taken within the first two weeks of the following semester. At the discretion of the instructor, a student may be allowed to continue in the course without a re-examination; and if the final grade is C or above, the Condition shall be regarded as removed.
 5. An E (Condition) on a one semester course or at the end of a year course may be removed by repeating the course or by

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passing a re-examination within the first two weeks of the following semester. The re-examination must be taken at Sweet Briar. If the student fails to remove the Condition by either method, a grade of F shall be recorded.

6. Incomplete indicates that a substantial piece of required work has not been completed but under circumstances which merit an extension of time.
 7. A grade of Incomplete may be removed only by the completion of the incomplete work within the first two weeks of the following semester unless under exceptional circumstances an extension of time is granted by the Dean in consultation with the instructor. If the Incomplete is not removed within the specified time, the grade of F for the course shall be recorded.
 8. It is the responsibility of a student who receives notice of Condition or Incomplete in a course to communicate with the instructor promptly and make arrangements for the removal thereof or indicate that she proposes to repeat the course or accept a grade of F.
- G. 1. A junior or senior whose cumulative credit ratio is 1.3 or better may elect to take one course each semester on a Pass/Fail basis provided that she is carrying at least 4 graded courses and that the Pass/Fail courses may not exceed 12 semester hours of credit over the 2 years. Not more than 36 semester hours in ungraded work, including Pass/Fail courses and work taken at another institution or in study abroad, may be offered for the degree. In the case of a transfer student entering after 2 years of study elsewhere, not more than 60 hours of ungraded work may be allowed toward the degree.
2. The student shall be responsible for meeting all academic obligations of the course, including tests, papers and examinations, and shall be graded on the same basis as the other students in the course. If her final grade is C- or better, she may receive credit toward the degree but the course shall not be counted in the computation of her cumulative credit ratio. The grade of P shall appear on her record. If her final grade is less than C-, she shall not receive credit for the course and the grade of F shall appear on her record but shall not be counted in the computation of her cumulative credit ratio.
 3. A student must choose the course that is to be taken on a Pass/Fail basis at the time of the election of that course.

4. Courses taken on the Pass/Fail basis may not be counted toward the major nor may they be used to satisfy any of the distribution requirements for the degree.
5. An instructor or department may exclude a course from Pass/Fail. Such courses will so be indicated in the catalog.
6. The Pass/Fail system is introduced, effective 1969-1970, on a two year trial basis. It may be revoked by the vote of the Faculty at the end of the trial period.

IV. Advanced Standing, Summer Work

- A. 1. Application for credit at Sweet Briar for work pursued elsewhere must be made to the Dean as chairman of the Committee on Advanced Standing. In no case will more than 60 semester hours of credit be allowed toward the degree for work taken elsewhere.
2. Credit is tentative until the student has completed one year's work at Sweet Briar with a credit ratio of at least 1.00.
3. No credit will be granted for work taken at another institution, including the Junior Year in France, if the grade obtained is less than C-.
- B. 1. Not more than 18 semester hours of credit for summer school work will be allowed toward the degree. Students in course must obtain in advance the permission of the Dean and the approval of the department concerned for each course taken in summer school if credit is desired.
2. No credits for summer school work will be allowed in the case of entering freshmen until the student has completed her first year at Sweet Briar with a credit ratio of at least 1.00. If credit is desired, the work must have been taken *after* graduation from high school.

V. Calendar, Class Attendance, Due Dates for Papers and Reports

- A. 1. Students shall remain in the classroom for ten minutes after the second bell has rung but may then leave if the instructor fails to meet the class without notice.
2. On days of compulsory attendance ("Calendar Days"), an instructor may not dismiss a class before the hour specified for

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closing nor may he cancel a class unless the permission of the Dean has been secured in advance.

3. While an earlier date for the completion of term papers or reports may be set by the instructor, the latest date permitted is one week before the end of classes in each semester.
- B. 1. A student is expected to attend all classes and keep all other academic engagements. The responsibility for attendance rests with the student but the instructor shall by the 15th of each month give the Dean the name of any student whose absences, in the instructor's judgment, may have been excessive during the preceding month.
2. All work missed must be made up promptly, and in advance of an absence if it can be anticipated. The responsibility for making up work is the student's if the absence has been unexcused.*
3. With the permission of the instructor, a student may change from one section to another in order to make up work. She may not do so in order to remove records of absence or to leave college early before a vacation or recess, or to return late therefrom.
4. Attendance at class (including Physical Education) and all other academic appointments is compulsory on the two days preceding and following a vacation or recess, including the first two days of each semester. These days are denoted "Calendar Days" on the official Calendar. For an absence on a Calendar Day which has not been excused in advance, the student must present a written explanation to the Dean within two days of her return to College. If she fails to do so or if the explanation is unsatisfactory, the Dean will impose an appropriate penalty.
5. An excuse for a late return to college after a vacation or recess must be presented to the Dean of Students before the hour set for return to the college. Students travelling by public transportation *without* confirmed reservations will not be excused for lateness unless the delay is caused by inclement weather or mechanical failure.

*Worked missed in Physical Education due to medical disability may be made up without penalty with an approved excuse. This implies consultation at the Infirmary *before the absence* and filing out a "Blue Slip", except for menstrual cramps, in which case arrangements for make-up work may be made directly with the instructor.

6. A student who is absent from classes for more than four weeks may re-enter classes only with the permission of the Dean. Only in exceptional cases will she be permitted to carry a full schedule of courses.
7. The Dean may modify at her discretion the operation of any of the rules regarding attendance.

VI. Honors

1. General honors are awarded at graduation on the basis of the student's entire undergraduate record, including the comprehensive examination in her major field.
2. The requirements for
 - a. the degree cum laude are a cumulative credit ratio of not less than 2.30 and a grade of "Satisfactory" on the Comprehensive examination.
 - b. the degree magna cum laude: a cumulative credit ratio of 2.50 and a grade of "With Distinction."
 - c. the degree summa cum laude, a cumulative credit ratio of 2.90 and a grade of "With Distinction."
3. Departmental honors as well as general honors may be awarded to students enrolled in the Honors Program. Depending on the quality of the student's work, she may receive the degree with "Honors," "High Honors" or "Highest Honors" in her major field of study in accordance with the stipulations for the Honors Program as approved by the Faculty.
4. "Junior Honors" are awarded at the beginning of the academic year to the members of the Junior Class who have achieved a cumulative credit ratio of not less than 2.30.
5. "Freshman Honors" are awarded at the end of the first semester to freshmen who have earned 36 quality points and have received no grade below C in the first semester.
6. Sophomores, juniors and seniors who have earned 38 quality points and have received no grade below C in the previous semester may, on the recommendation of the Dean and with the approval of the Faculty, be named to the Dean's List.

VII. The Honor System

1. If an instructor observes a possible breach of the Honor System he will promptly confer with the student involved. If after

conferring with the student, the instructor believes that a breach has occurred, he shall urge the student to report herself to the Judiciary Chairman of the Student Government Association. The student shall advise the instructor when she has done so. If the student fails to do so promptly, the instructor shall report the case himself to the Judiciary Chairman.

2. When consulted by a student concerning suspicious work which she has observed, the instructor should advise the student to discuss the case with the Judiciary Chairman of the Student Government Association. If an instructor is in doubt about the best procedure in a given case, he should consult the Dean or the President of the College.
3. Dismissal, suspension and, in the case of academic matters, pledge suspension and probation shall be recorded in the student's permanent record. These shall be included in a transcript for a non-graduate, but none shall be on a transcript after graduation.

VIII. Academic Advisers

1. The Dean and the Assistant Dean are available at all times for counseling of students on all matters, though their responsibility lies especially in the academic area.
2. The Assistant Dean serves as special adviser to freshmen and sophomores.
3. Early in the college year, each freshman is assigned a faculty adviser.
4. After a student has chosen her major field in the spring of her sophomore year, her work will be directed by the adviser to majors in her department.
5. The Dean is the general adviser of upperclassmen, of students entering on transfer from other institutions, and of foreign students.

GENERAL RULES



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I. Dormitory Regulations (including all Campus Housing for Students).

(Under jurisdiction of Mrs. Kitchen, the Supervisor of Halls of Residence)

- A. **Animals:** Animals may not be brought into the residence halls by students or kept there as pets. A fine of five dollars (\$5.00) is charged for violations.
- B. **Attics:** Students are not permitted to go to the attics. If luggage is wanted from the attic, the request must be left in writing with the maid or with the janitor of the building before noon of the day it is needed.
- C. **Decorating Rooms:**
 - 1. Nothing (including thumb tacks, nails, screws, pins, stickers, tape or adherent of any kind, paste of any description) is to be attached to the walls, woodwork, doors, or furniture in the college buildings either in student rooms or in public areas.
 - 2. Pictures, mirrors, wall shelves, pin-up boards or pennants must be hung from the molding with the use of picture hooks and wire, which will be furnished by the college. A college carpenter will hang these for students according to a schedule in each dormitory.
 - 3. Curtain rods and towel racks are college property and are supplied as permanent features of every room. Necessary adjustment will be made by the carpenters if requested. Cafe curtains are not allowed.
 - 4. Pin-up lamps are not permitted. The one exception is near double decker beds provided such lamps are put up by the college carpenter.
 - 5. ANY VIOLATION OF THE ABOVE DECORATING RULES OR ANY DAMAGE, BEYOND NORMAL WEAR, WILL BE SUBJECT TO A MINIMUM FINE OF \$5.00 OR MORE IF THE COST OF REPAIR EXCEEDS THIS AMOUNT.

D. Electrical Appliance:

No electrical appliance except radios, record players, hair dryers and heating pads up to a limit of 300 watts, may be used in student rooms. Hot plates, percolators, popcorn poppers, irons, water heating coils or other such appliances must be used only in the kitchenettes and laundry rooms, where a special outlet is provided. The use of these appliances in student rooms is a violation and subject to confiscation and/or a minimum fine of \$5.00.

- E. *Food Storage*: Food not stored in kitchenette-refrigerators should be kept in tin boxes or in screw-top jars.
- F. *Furniture*: Students rooms are furnished with beds, chest-of-drawers, desks, bookcases and chairs. Each student should provide a pillow, towels, sheets, pillow-cases, blankets and mattress pad. No furniture is to be moved from room to room, no E-Z-Do's or other cabinets are to be placed in the dormitory corridors except by special permission from Mrs. Kitchen.
- G. *Health or Sun Lamps*: For medical reasons as well as fire hazard, sun lamps are not to be used in the dormitories.
- H. *Mattress Pad*: A mattress pad must be furnished and used by every student. A fine of five dollars will be imposed for any offender or the cost of recovering the mattress if damaged.
- I. *Rugs*: Rugs of any size will be permitted in student rooms. It must be understood that the owner must assume full responsibility for any rug. No help in the installation or removal of rugs may be requested from the college personnel. Since oversized rugs may not be stored at the college over the summer, the services of a dry cleaner should be enlisted for summer cleaning and storage. All rugs must be rolled, tied and properly tagged with the cleaner's name and with the student's name and room number. All rugs must be called for on a designated day after the close of college and will be returned to the student's room in September. Any untagged rug will be subject to confiscation. This privilege is subject to removal by the college if abused.
- J. *Summer Storage*:
 - 1. THE COLLEGE ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF ARTICLES LEFT IN STUDENT ROOMS TO BE MOVED OR STORED.
 - 2. Property without shipping instructions attached, left for one year in a college house by a student after her final departure from college, either through withdrawal or graduation, will be disposed of by the College. As College storage space is very limited, there will be a charge made for articles left longer than 3 months after the departure of the student.
 - 3. Each student will be expected to attach a tag, with the name of the article being stored written on it, to every article she wishes to have stored.
 - 4. Trunks and furniture too heavy to be moved by students will be handled by the janitors—if properly tagged. Since trunks

cannot be stored in the dormitories (except for some in Dew and Meta Glass), students should not leave anything in them that may be needed during the year for no student will have access to her trunk after it has been stored.

5. Uniform size storage boxes must be used by students for packing. These boxes may be purchased for a small charge at the Information Center.
6. a. Articles must be securely packed with no loose attachments. All items such as pillows, bed and table lamps, linens, typewriters and books must be packed in a box, tied securely, and tagged as directed above. In all cases the stub should be kept by the student as a receipt and for identification in claiming her storage in the fall. The tags may be obtained from the Information Center without charge.
 b. Chair cushions must be firmly tied to the chair. No other articles may be packed in a chair.
 c. Cartons will not be accepted for moving unless they are securely tied. The College will not be responsible for articles left to be shipped home that are not packed and addressed according to Railway Express regulations.
7. As the College has no moth-proof store-rooms, students are advised to send rugs and blankets home or to a laundry or dry cleaner for cleaning and storage.
8. All unmarked storage or small articles that should be in boxes, will be taken to the storage building, where it may be redeemed only between the hours of 3 and 4:30 p.m. the first week of college. A \$5.00 fee will be charged for each unmarked article and \$5.00 for each small article not packed in a box.
9. If requests to send belongings to students are received after the close of the College in June, they will be prepared for shipment and sent to the owner, express collect, during the months of June and September *only*. Under no circumstances will packages be sent during the months of July and August.
10. Every student is expected to clear her room of rubbish and leave it in order as it was on her arrival in September.
11. At the close of the college year each student, except members of the graduating class, must leave Sweet Briar within twenty-four hours after her final examination and must take with her all of her possessions other than those to be stored at the college and those to be shipped.

II. Publicity Regulations

A. Off Campus:

1. Except for newspaper accounts of engagement or wedding announcements, permission to use the name of the College should be obtained from the Director of Public Relations before a student submits material to a newspaper or magazine.
2. Permission to use the name of the College must be secured in advance from the Director of Public Relations if any organization or individual wishes to publicize any project or event, or to take part in any activity which may reasonably be expected to result in publicity.
3. If occasion for publicity arises unexpectedly, a student may, if she wishes, identify herself as a Sweet Briar student but should speak only for herself as an individual.
4. In case of an accident, a student should give only her name and college address to any reporter or photographer. In the interest of the owner of the car and his insurance coverage, it is important that information be given only to police authorities, and that should be factual. Under no circumstances is a student to sign any report of the accident or to assume any liability, except at the direction of the police.

B. On Campus:

Any reporter, photographer, or distributor of questionnaires from outside the College who has permission to work on the campus will be accompanied by someone from the Public Relations Office, or an appointed substitute. Students are requested to notify the Director of Public Relations if they meet any unauthorized reporters or photographers on campus.

III. Fund Raising

Any fund-raising projects, either on or off campus, should be cleared in advance with the Director of Development.

The stipulations regarding publicity and fund-raising are made to prevent conflicts with the College's press relations and fund-raising programs and to promote the best interests of the college community in these two areas.

IV. Delinquent Accounts

No student who is in arrears to any department or enterprise of the College will be permitted to take her second semester examinations.

GENERAL INFORMATION

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I. Dean's Office

Dean Catherine Sims and the Assistant Dean, Miss Barbara Blair, have offices on the first floor of Fletcher. The Office of the Dean has responsibility for the following areas: academic counselling; admission with advanced standing; all summer school work; class attendance; attendance at convocations; withdrawal from the College and readmission after withdrawal; academic eligibility for extracurricular activities; study abroad; advising foreign students; the College Calendar; financial aid.

For the hours when the Office is open, see page 105.

II. Dean of Students' Office

The Dean of Students (Miss Dorothy Jester) and the Assistant Dean of Students (Mrs. Hume Carr), with offices in Dew lobby are in charge of (1) rooming assignments, (2) all matters pertaining to extracurricular activities except academic eligibility, (3) student employment, and (4) all matters pertaining to social affairs.

III. Vocational Guidance Office

The Director of Vocational Guidance is Mrs. Carolyn Bates. The Vocational Guidance Office, 02 Fletcher, contains information about summer or permanent employment and a collection of catalogs of graduate schools and sources of specialized career preparation. The Office handles credentials for seniors and alumnae and arranges career panels and visits by employment recruiters.

Mrs. Bates' office hours are:

Monday - Thursday	8:30 a.m. to 12:30 p.m. 1:30 p.m. to 4:30 p.m.
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IV. Resident Counselors

A member of the faculty or staff serves as Resident Counselor for each dormitory. The Resident Counselor represents the Dean of Students in the dormitory and stands ready to cooperate with the House President and other officials of the Student Government Association in the encouragement of congenial dormitory living. Early in the year she becomes personally acquainted with each girl in her dormitory and endeavors to help old and new students to become acquainted with each other. She is ready at all times to give counsel on any personal, social or academic problem about which a student wishes to consult her.

There will be a Resident Counselor-on-duty each night of the week and over the weekends to handle emergencies, take telephone calls and receive telegrams that would otherwise go to the Dean of Students.

When calling or wiring the college during week nights and over weekends, students should place calls or send telegrams to the Resident Counselor-on-Duty. The telephone operator in the Information Center at Sweet Briar will know the name of the person who is serving as Resident Counselor-on-Duty and will connect the call. The call, therefore, should be placed person-to-person to the Resident Counselor-on-Duty at 381-5100.

Besides the Resident Counselors, others who are especially prepared to help students are the Dean of Students, the Dean and the Assistant Dean, the College Physician and the Consulting Psychiatrist, the Chaplain, the faculty advisors and the faculty sponsors of each class.

V. The Mary Helen Cochran Library

The Mary Helen Cochran Library has in its collection approximately 135,000 volumes. The majority of these are shelved in the book stacks, but certain collections are shelved in other parts of the library and in departmental libraries in Babcock and Guion.

A. Library facilities:

1. Reading Room: This is the main room and on its bookshelves are the reference books most frequently needed: dictionaries, encyclopedias, biographical dictionaries, atlases, and the loan collection of freshman readings.
2. Reserve Books: Reserve books for required or supplementary reading are to be found in the Reserve Rooms on the second floor and behind the Loan Desk. Reserve books may be used in either of the Reserve Rooms or in the Study Gallery.
3. Book Stacks: Two levels in the main library and three in the Dana Wing. Book location charts are provided on each level. Studies are in Dana Stack III. Reservation request forms are obtainable at the main desk. Carrels and typing rooms for unrestricted use are also available in the stacks.
4. Dana Wing, Main Floor: This area with entrance from the Reading Room contains publications of the indexing services, bibliographies and the microfilm readers and film.
5. Browsing Room: This is a comfortably furnished room kept for meetings and recreational reading. The books are arranged by broad subjects: fiction, poetry, essays, plays, travel, etc.
6. Rare Book Room: This is an area above the lobby and loan desk where Sweet Briar publications, the Fletcher—Williams family library and other special collections are kept.

7. Periodical Room: The currently received periodicals number over 900 titles. The back issues of these periodicals are bound and shelved separately in the stacks. *Periodicals may not be borrowed, but must be read in the Periodical Room, or if bound, in the stacks.* Daily newspapers are also kept in this room.
8. Education Laboratory Library (Kellogg Collection): A small library of children's literature and reference materials primarily of interest to students in education is shelved in a room in the east wing, lower level, of the library.
9. Music Collection: Books and periodicals in the field of music are kept in the Music Library of the Fine Arts Center, together with scores and recordings.
10. Art Collection: Volumes on art and periodicals in this field are housed in the Art Library of the Fine Arts Center, and are to be used in the Art Library only.
11. Science Library: All volumes of books and periodicals in the general field of science, with special emphasis on biology, chemistry, and physics, are kept in the Connie M. Guion Science Building.
12. A copier is available for use on the main floor near the loan desk.

B. Library Rules:

1. The person who signs the book card is responsible for the safe and prompt return of all books issued to her.
2. Books borrowed may be renewed, unless requested by another. *Reserve books and some reference books may be borrowed for overnight use only.* Periodicals, and most reference books do not circulate.
3. A student taking books from any area without signing for them at the Loan Desk will be considered to be disregarding library regulations and she will be liable to Student Government discipline.
4. The fine for overdue books is 5¢ a day for each book. The charge for a reserve book returned later than 8:30 a.m. after overnight use is 25¢ the first hour and 10¢ an hour thereafter. If a book is lost the borrower is billed for its replacement value. Fines and payments for lost books must be settled before the end of the second semester.
5. Books and periodicals are college property. Care should be taken at all times to handle them with respect. Many of the

works that you will be using are out-of-print and therefore difficult and expensive to replace. Never mark or underline a library book. Be sure to protect library books in returning or taking them out during bad weather.

6. Ink must not be used at the catalog, or when using reference books, or in the Browsing Room. Ink bottles may be kept on the shelf outside the Browsing Room.
7. Food or drink are not to be brought into or consumed in any of the libraries.

C. Library Hours are listed on page 106.

VI. The Mary Harley Infirmary

The student health service is dedicated to the ideal of helping each student to learn to assume personal responsibility for her own health and well-being and to maintain a state of positive good health so that she may successfully perform her academic duties and derive a full measure of benefit and satisfaction from her college experience.

A. Out-patient Services: The College Physician may be consulted at the infirmary during the weekday morning office hours. (See schedule page 105.) A nurse attends those who come during the afternoon office hour.

In case of emergency the nurse on duty may be called at any hour. She will get in touch with the physician if necessary. Please confine non-emergency visits to office hours.

NOTE: For regulations governing absences from academic appointments due to illness see page 59 (tests or exams).

The College Psychiatrist sees patients by appointment each Wednesday in the small parlor in Meta Glass.

The relationship between the student patient and the College Psychiatrist or the College Physician is confidential.

B. In-patient Services: Students ill enough to need to be in bed are admitted to the Infirmary. A nurse is in attendance at all times.

No visiting is allowed except by parents. Written messages may be left for patients in the box at the front door. Please do not telephone patients unless necessary, since they must get out of bed to take phone calls.

NOTE: Books and other reference materials covering a variety of health related subjects are available in the infirmary waiting room and in the English Reserve Room in the library.

The College Physician and the College Psychiatrist welcome opportunities to discuss with individuals and with groups questions related to health.

VII. Religious Life and Services

Sweet Briar is an independent college without denominational affiliation. Nevertheless, it has always stressed the cultivation of spiritual values as essential to true education.

From its beginning, Sweet Briar College has emphasized cooperation between people of faith within and beyond the Christian community. Even before the great modern ecumenical movement gained momentum, ecumenism was practiced at Sweet Briar and continues to be. Undoubtedly, the varied religious backgrounds of both faculty members and students enrich the whole life of the campus community. However, the individual's participation in either the academic study of religion or the College worship services is entirely voluntary.

The religious life of the College is centered in The Sweet Briar Memorial Chapel. Completed in 1966, the Chapel was dedicated on April 23, 1967, with world-renowned leaders of various denominations participating.

The regular Sunday services are held at 8:00 a.m. and 11:00 a.m. The College Chaplain normally is the minister, although during the year, guest ministers from many religious traditions are invited to speak. Holy Communion is celebrated according to the use of the Book of Common Prayer on the second Sunday of each month. The 8:00 a.m. service on Sunday is regularly Holy Communion.

Weekday Chapel services are held on Tuesdays and Fridays at 12:00 o'clock. Faculty members, students, and occasionally guest ministers lead these services. There is no set form, each leader being responsible for the order of service which is used. For example, during the year there are Quaker meetings, religious plays and concerts, as well as more formal addresses. A service of Holy Communion is also held on Wednesday afternoon at 5:30 o'clock.

The small chapel is used for many different services. Priests from the Father Judge Mission Seminary celebrate Mass every Sunday here. Mass is also celebrated every Tuesday and the first Friday of each month at 5:30 p.m. Confessions are heard before each Mass. Christian Science services are held regularly at 5:30 p.m. on Thursday afternoons. On Sunday, Christian Science students either attend the general service in the main chapel or the Christian Science Church in Lynchburg. Jewish students normally attend the Agudath Sholom Synagogue in Lynchburg. The small chapel is available for other services when desired. Vespers sponsored by the Y.W.C.A. are held weekly.

The Young Women's Christian Association is the only organized religious group on campus. It sponsors certain worship services and provides an outlet for social service work in the local community and

in Lynchburg. It maintains a relationship with the National Board of the Y.W.C.A. which extends its interests beyond the local scene into the whole world.

Students provide the membership of the Choir, the Altar Guild, and serve on the joint faculty-student Church & Chapel Committee. This Committee is responsible for the direction and growth of the religious life of the college. It is concerned with the arrangement of the college worship services and it chooses philanthropic projects for which the church offerings are used.

Besides the Annual Religious Conference, under the auspices of the Y.W.C.A., there are many occasions at meals or elsewhere, for informal discussion of religious questions with visiting clergymen, with the Chaplain, or with other members of the faculty.

VIII. The Refectories

- A. Except for fresh fruit, crackers and cookies, nothing may be taken from the dining room at meal times.
- B. Visitors dining in the Refectories must buy meal tickets at the Information Center. The prices are:

Breakfast	\$.85
Lunch85
Dinner	1.50
Picnics75
Special Dinners	Special Prices

Meals are available *table d'hôte*, at the hours listed on page 106.

- C. Each student organization may have two parties a year. These may be picnic suppers, dessert parties, etc.
- D. Bag lunches will be provided upon request for fieldtrips, student teaching and other academic activities.
- E. All orders for food must be placed at least forty-eight hours in advance.
- F. Silverware, plates and other utensils may be borrowed from the Refectory upon deposit of a small fee.

IX. The Boxwood Inn

The Inn has an attractive private dining room which is an ideal place to entertain parents and friends and to celebrate birthdays with steak dinners and birthday cakes. Advance reservations for large parties are requested. No shorts or sport attire (except clean riding outfit) permitted.

Meal Hours are listed on page 105.

X. The Date House

The Date House is equipped with a complete fountain. It provides sodas, sundaes, and other delicacies to tempt the appetite, as well as a variety of sandwiches, hamburgers, hot dogs, salads, soups, desserts, and other items for a lunch or light meal. Many items usually found at the corner drug store may be secured here too.

The terrace and TV room in the Date House are always open to students and provide ideal places for moments of relaxation. The Date House hours are listed on page 105.

XI. Mother Macke's

Mother Macke's, located in the basement of Reid, is a popular student lounge. Open 24 hours a day, Mother Macke's houses a variety of vending machines where students can purchase many commercially packed foods and drinks. There is a television and comfortable seating for eating snacks, playing bridge, and just talking.

XII. Alumnae Association

The alumnae office is located in the Alumnae House. Mrs. Ernest M. Wood, Jr. (Elizabeth Bond, '34) is the Executive Secretary. While the principal business of this office is to act as the liaison between the college and the alumnae, to publish the *Alumnae Magazine*, to raise money for the college through the annual Alumnae Fund, and to maintain up-to-date address files for all alumnae, it also sells Sweet Briar China, glasses, and *The Story of Sweet Briar College*. Students are welcome at all times to come to the office for information about alumnae, to look at the bulletin board of current newspaper clippings, and to purchase merchandise.

XIII. Book Shop

The Book Shop is located on campus and provides a readily accessible source of textbooks, trade books, supplies, and gifts. All purchases during the opening week of college must be paid for by check or cash. After October 1, all purchases except textbooks may be charged. Bills will be rendered bi-monthly. An unpaid bill of fifty dollars will automatically close an account to further charges.

XIV. Communications

The college may be reached by telegraph or telephone, but calls will not be put through to the dormitory corridor phones, after 11:00 p.m., except in emergency. Telegrams are sent directly to Sweet Briar College. Money sent by wire can be received at Lynchburg Western Union Office or Fidelity National Bank in Amherst, Virginia.

There are telephones on each floor of the dormitories. For calls to Amherst there is a charge of ten cents (10¢) and to Lynchburg, fifteen cents (15¢).

The U. S. Post Office is located on the ground floor of the Manson dormitory. The purchase of stamps and all other postal services are available here. At the request of the Student Government Association, students receiving special delivery mail are notified by telephone. A complete mail schedule is posted in the post office lobby at all times. Each student is assigned a post office box for rent which is payable at the beginning of the college term. In addressing students' mail to Sweet Briar, Virginia 24595, parents and friends are asked please to use the students' box numbers to expedite the delivery of the mail. It is not necessary to show Sweet Briar College or the name of the dormitory in the students' addresses.

XV. Food Sales

Any group of students or any organization wishing to sell food or refreshments on the campus must secure permission in advance from the Dean of Students and the College Physician.

XVI. Laundry

Every article sent to the college laundry must be marked with a name tape sewed onto each item. Ink markings are not acceptable. All articles and a completed laundry slip must be enclosed within a securely tied laundry bag. Pads of laundry slips are on sale at the Information Center. The college will not be responsible for items included with another student's laundry. A quota of laundry per student per week is processed by the college within the general fee structure. Nominal charges made for excess laundry above this quota are to be paid at the Information Center by the student concerned.

Laundry is to be placed at designated points by 7:30 a.m. for students in the following halls of residence:

Monday—Dew, House 1, House 3, Boxwood Inn, and Meta Glass

Tuesday—Reid and Grammer

Thursday—Manson and Randolph

Friday—Gray and Carson

Blankets will be laundered only at owner's risk. Rugs larger than 4x6 cannot be processed in the laundry.

Dress and blouse hangers must be returned to the laundry by placing them in boxes provided at the pickup points as indicated above.

Laundry for each student must be presented at the point and time indicated, and must not be included with the laundry for any other residence.

XVII. Fire Department

Through understanding and cooperation the campus fire department assists in the avoidance of possible accidents.

Fire drills are held during the night and during the day as announced or unannounced fire drills or fire escape drills. They are designed to promote familiarity with exits and to insure proper training in case of emergency. The hall presidents will assist the house president in clearing the floor. A faculty fire team also assists, and takes charge of the students once they have left the buildings.

XVIII. Lost and Found

This service is under the supervision of the Security Police whose office is in the basement of Manson dormitory. Lost articles not claimed at the end of a year will be disposed of by the college.

XIX. Responsibility for Property

Although the College endeavors to protect the property of its students in the same manner as its own, it will not be responsible for loss of any personal property of any student. Students are responsible for damage to College property not due to normal usage.

There is to be no painting of any college property, except the freshman hitching post. Any violation of this will mean that the individuals or the clubs responsible for the damage will be billed for paint removal or for redecoration of the area in question.

XX. Solicitors

No off-campus solicitors are permitted in the dormitories. In case any such person is detected, notify at once the Security Police Officers or the Information Center, giving the location of and a description of the stranger.

XXI. Trunks

Trunks and bags should be checked to Sweet Briar, not Lynchburg or Monroe. Trunk checks should be left at the Information Center. Before trunks or packages will be picked up or delivered, one must get a delivery check from the Information Center; there will be a charge of fifty cents for delivery of trunks, and a charge of twenty-five cents for the delivery of suitcases and packages.

XXII. Amherst Wayside

By request of the Commonwealth of Virginia: "Amherst Wayside, Route 60, East of Amherst, is closed to the public at 10:00 p.m. Trespassers will be prosecuted."

XXIII. Sweet Briar Station

The Sweet Briar Station is open Monday through Friday, 8:30 a.m. to 4:00 p.m. Office telephone: 381-5754.

XXIV. Crabtree Falls

Several people have met death or serious injury by falling down this waterfall. The current is swift and the rocks are extremely slippery. Do not try to wade there. (Students are also reminded to allow sufficient time before dark to return to their car when hiking in this and other wilderness areas.)

XXV. Class Symbols**The Class of 1970**

Motto: Ne obliviscamur.
Colors: Green and black.
Emblem: Oak tree

The Class of 1972

Motto: Factum non verbum.
Colors: Purple and gold.
Emblem: Swan.

The Class of 1971

Motto: Spectamur agendo.
Colors: Delph blue and black.
Emblem: Lion.

The Class of 1973

Motto: Honor ante honores.
Colors: Peacock blue and green.
Emblem: Peacock.

XXVI. Sweet Briar Song

Sweet Briar, Sweet Briar, flower fair,
The rose that on your crest you wear
Shall never fade, but always bear
Thy beauty, O Sweet Briar!
Sweet Briar, Sweet Briar, thy columns white
Shine on thy hills a beacon light
Of truth, to burn with radiance bright
Forever, O Sweet Briar!
Sweet Briar, Sweet Briar, we sing to thee.
May thy foundations ever be
Strong as thy hills, thy purity
That of thy rose, Sweet Briar!

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I. ORGANIZATIONS

Aints and Asses

Aints and Asses is the organization that sports a name one might call distinctively different and members one might call delightfully diverse. They are a small but happy group of clownish personalities who feel no restraint by propriety. They dress in manner unorthodox and behave in manner even more so.

Their duty and pleasure is to present parodies and "take-offs" of all Paint and Patches and other campus productions. Masters of burlesque, they perform their own versions of these plays on an unusual comedy level. Intermittently, the Asses turn their thoughts to blowing whistles, for it is their perpetual concern to prevent bestial students from trampling to death the newborn grass.

Athletic Association

The great range and beauty of the Sweet Briar campus offer students the splendid opportunity to participate in a variety of sports. The purpose of all activities, whether organized or informal, is to promote good health, individual skill, fun and relaxation through the guidance of the Athletic Association and the Department of Health and Physical Education. Every student is entitled to the use of all athletic property, such as tennis courts, hockey and lacrosse fields, and the boathouse. To those who show the most widespread interest and participation, the Athletic Association Executive Committee awards Sweet Briar seals, medals, and blazers, the policy for which is found in the Athletic Association constitution which is presently being revised. A notice will be posted in the fall concerning any changes which are made in this constitution.

1. Cabin

- a. The Cabin is open to all students and members of the faculty and staff and may be used at any time in accordance with the cabin regulations posted on the Athletic Association board and in the gym.
- b. In the fall there are overnights organized to train cabin leaders. Students may use the cabin in the day time for picnic lunches and suppers if accompanied by a cabin leader. Names of cabin leaders and regulations and procedures for the outing cabin are permanently posted on the Athletic Association board and in the gym.

- c. Girls with dates may use the cabin if accompanied by a cabin leader, and must return to campus before dark.
- d. Smoking is *not* permitted in the bunk room, kitchen or in the woods.

2. Dance

Sweet Briar Dance Theatre strives to incorporate all aspects of the theatre experience through creative dance. Drawing heavily on the choreographic talents of its members, Dance Theatre presents many on-campus performances. The traditional Open House in the fall highlights an explanation of the organization's purpose and activities, and serves to announce membership try-outs. By decision of the group's executive board, new members are chosen on the basis of both technical competence and interest in the dance at Sweet Briar. Required weekly meetings are supplemented by at least one additional hour of classwork, often with members assuming the capacity of demonstration for technique classes.

The Dance Theatre is an active participant in many diverse spheres of college life. The Spring Concert provides the most complete theatrical experience because all aspects of the performance, from choreography to costuming, are handled by Dance Theatre members. However, performances often draw on the talents of many other members of the community and all try-outs are open to the entire college.

In addition to performing on campus, the group represents Sweet Briar at several Dance Festivals in Virginia, as well as entertaining diverse area groups. Fostering a general interest in all forms of dance, Sweet Briar Dance Theatre invites guest artists for master technique classes and acts as hostess to visiting dance companies who come to Sweet Briar through the Lectures Committee.

3. Outing

- a. Hikes are sponsored each weekend in coordination with the Lynchburg Appalachian Trail Club. These are afternoon or all day hikes from 4 to 7 miles in the Washington and Jefferson National Forests. Participants must sign up on the Athletic Association Bulletin Board by Friday noon of each week, and bring their own lunches for all day trips. Transportation will be provided to the starting point.
- b. There are events sponsored by the Interscholastic Outing Club Association and Blue Ridge Outing Club Association to which Sweet Briar is invited. These consist of camping out,

caving and canoeing in state or national parks along the East coast for a weekend with other college outing clubs. Sweet Briar is a member of Interscholastic Outing Club Association. Notices for special trips will be posted on the Athletic Association board.

4. Swimming, Boating and Canoeing

- a. No student may swim until written permission from her parent or guardian is filed in the office of the Department of Physical Education. A permission blank is sent to the parents of entering students during the summer.
- b. No student may swim unless the lake is officially "open" (a lake council life guard is on duty).
- c. The Lake Council, a group of certified life guards, are appointed each college year and are presided over by the Head of Lake. This group is advised by a member of the Department of Physical Education.
- d. A standard swimming test shall be administered by Lake Council members in the Fall and Spring of the college year. A student *must* pass this test in order to swim in the lake.
- e. No student may use the rowboats until she has passed the swimming test at Sweet Briar.
- f. No student may take out a canoe until she has passed the canoe and the swimming test and unless she is accompanied by one who has passed the canoe test. In order to use the canoes there must be at least two people using them at the same time.
- g. All members of the Association and their guests may use the Boathouse in accordance with the Lake Regulations posted each year on the A. A. Bulletin Board. Failure to abide by the regulations may result in the loss of complete Boathouse privileges for the remainder of a student's undergraduate year at Sweet Briar.
- h. By a ruling of the Board of Overseers, only members of the College Community and their house guests may use the lake for swimming. All members of the Athletic Association who do swim at the lake must follow the regulations of the Lake Council and the Physical Education Department.

5. Riding Program

- a. It is the objective of the Riding Program to provide instruc-

tional courses of all levels of riding to complement the various skill levels of the different students. Classes are provided from a beginning level through the advanced schooling level. Basic stable management instruction is offered for those desiring to learn more about the care and feeding of horses. Qualified riders are given the opportunity to hack out on trails, to foxhunt, to school horses, to participate in events such as horse shows, hunter trials, hunter pace events, and horse trials. The students work closely with the faculty in organizing events and assisting in the operation of the riding program.

- b. It is the purpose of the Riding Council to assist in operating the overall riding program at Sweet Briar College. It lends spirit and leadership on a student level to the entire program. The objectives of the Riding Council are:
- To preside over all Riding Council matters and to make a constructive contribution to the department as a student organization.
 - To help students who are not qualified to hack alone, improve and enjoy their riding.
 - To assist non-riders in learning about the riding program.
 - To function as a part of the Athletic Association of the College.
 - To assist in the formulation and the carrying out of the Rules and Regulations of the Riding Department.
 - To help formulate and administer tests for the promotion of riders in the program.
 - To promote greater interest in the overall riding program including organizing various riding events.

The Riding Council consists of all riders who have a rank of rated rider, riding leader, and jumping leader. It elects its own officers.

- c. No student may go riding until written permission from a parent or guardian is filed in the office of the Department of Physical Education. Protective hats, riding boots, and riding britches or jodhpurs are required. The college catalog lists the riding fees.
- d. The special Riding Program Pamphlet should be consulted for complete information about riding at Sweet Briar.

Bum Chums

"Hallelujah, I'm a Bum!" sung gaily, echoes through the halls of Sweet Briar the night of Spring Stepsinging as the Bum Chums tap their ten new members. In addition to an interest in furthering the Lynchburg-Amherst area relations with the college, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the college.

The "notorious ten" throughout their junior year serve as useful members of the community, being active in various charity drives. They sponsor the Bloodmobile, are in charge of the coke machines and Mother Macke's, keep the recreation room of the Date House clean and sponsor a child through the Save-the-Children-Foundation. Not least among their projects are their famed parties, the Holiday Inns.

Center of Italian Culture

The Center of Italian Culture was organized in response to the growing interest in the heritage of modern Italy—its culture, its language, its history. Members of the organization are eager to spread their enthusiasm and do so by sponsoring various activities such as literary discussions, theatrical productions, current lecturers and films, and informal social gatherings. In addition, the Center seeks to keep the community informed of events in other cities which are relevant to its goal of promoting an understanding of Italian culture. All members of Sweet Briar are invited to join the Center of Italian Culture.

Challenge

Challenge is an organization designed to assist students wishing to work in Amherst County. It provides students with the opportunity to become involved within the community through work with children and families in need. With professional assistance and advice each student will determine the services needed to meet individual situations. Students will work with and be responsible to local agencies.

The goal is to establish a working and beneficial relationship which will broaden the perspectives of both the workers and the recipients of the program. Hopefully Challenge will increase the student's awareness of community problems as well as materially and psychologically benefit the families involved.

Choir

The Choir is Sweet Briar's oldest student organization with a continuous tradition of over fifty years of service to the college. Its seventy-five members provide service music for the Sunday church service, music for special occasions and ceremonies, and several concerts a year, usually given with clubs from various men's colleges. Periodically the Choir takes trips to various cities or to the campuses of men's colleges for joint performances of major choral works.

In recent years it has presented Handel's *Messiah* with the Hampden-Sydney Glee Club, Bach's *Magnificat* with the Hamilton College Choir, Bruckner's *Mass in E Minor* with the Colgate University Glee Club, and Stravinsky's *Symphony of Psalms* with the Brown University Glee Club.

Admission is by audition and members admitted are expected to continue that membership for at least one year. A gold cross and chain are awarded for four full semesters of satisfactory service.

Chung Mungs

This upperclass honorary society is composed of thirteen outstanding juniors and seniors, known for their friendliness, cheerfulness, enthusiasm and general interest in Sweet Briar. Their many and varied activities range from weekly sales of goodies in the dorms to an annual booth at the Christmas Bazaar. It is characteristic of this group to constantly seek new areas of activity which will benefit the College; they are always coming to the College with new ideas for new drives.

In the moments not occupied by such worthwhile pursuits the Chung Mungs must deal with the serious and sober-minded Tau Phi's, harassing and ruffling their intellectual demeanor. Whatever these ghostly thirteen do, they continue to remind us of the need of others and prove that giving need not be a sober affair. A familiar and integral element of Sweet Briar life is this fun-loving group who so gaily chant "Glory, glory, I'm a Chung Mung . . ."

The Committee for the Understanding of Racial Attitudes

The Committee for the Understanding of Racial Attitudes (CURA), whose membership is open to all interested students, faculty, and administrators, encourages understanding between the races through education and action. Various projects, such as a lecture series and book discussions, are undertaken by CURA to expose and educate the community to conditions at Sweet Briar and in the country. CURA works with the administration of the college to further

mutual interests such as encouraging more black applicants to come to Sweet Briar, an exchange with a predominately black school, and a Black History Course. Other activities (at the suggestion of students, faculty, and administrators) will be adopted which are consistent with the purposes of CURA.

Math Club

The Sweet Briar Math Club is an organization which seeks to activate an interest in the art of mathematics and its relationships to the natural and social sciences. Open to any interested student, this group helps to acquaint the Sweet Briar student body with various branches of mathematical thought by means of guest speakers and student-sponsored projects.

Paint and Patches

Paint and Patches, Sweet Briar's dramatic club, was organized for the purpose of creating and developing an active interest in all branches of drama and to promote a deeper knowledge of the technique of dramatic art.

P & P also attempts to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus.

Eligibility for membership in Paint and Patches is determined by a system of grading which evaluates the work of all candidates. The many areas of the club include scenery design, properties, lights, make-up and costumes which provide opportunities for membership to those interested in various branches of the theatre.

Phi Beta Kappa

In 1949, the United Chapters of Phi Beta Kappa granted a chapter, Theta of Virginia, to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of broad cultural interests, scholarly achievement, and promise of intellectual growth.

The number of Seniors elected to Phi Beta Kappa rarely exceeds 10% of the class and may never exceed 15%. A limited number of Juniors may be considered for election.

Q.V.

A girl who is chosen to be a Q.V. is not taking on a new job; she is continuing her interest and work for the class. The purpose of the club is to bring together a group who share this same inter-

est. The Q.V.'s goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward meeting.

Every year at Spring Step Singing, the members of Q.V. are announced. The members of this club are sophomores who have worked during the year as a group and as individuals to further class spirit. It is felt that their work will be more effective if it is done quietly.

Sweet Tones

Thirteen girls from the Sophomore, Junior and Senior classes compose the Sweet Tones, Sweet Briar's small independent singing group which specializes in interesting arrangements of popular music. Try-outs are held each spring and the following year the group entertains for various social events on campus such as the Bum Chum Inns, Alumnae meetings, Board meetings, and for various organizations in the Lynchburg-Amherst area.

Tau Phi

Tau Phi, one of Sweet Briar's upperclass honorary societies, is composed of a limited number of juniors and seniors, who by their attitude have manifested an especial interest in furthering the ideals and traditions of Sweet Briar. Although members are chosen for many other qualities the importance of scholarship is recognized.

The purpose of Tau Phi is to stimulate interest in and to cooperate with student activity and to further the physical, spiritual and intellectual growth of the College. Throughout the year the society sponsors Sunday night lectures and panels given by Sweet Briar professors, in addition to book discussions. At Christmastime members pack baskets for the Sweet Briar Farm.

World Affairs Club

The purpose of the World Affairs Club is to stimulate interest in and promote understanding of international politics and problems, as well as the life and culture of any other nations. It sponsors many sorts of discussion groups among its members who also attend informative conferences at other colleges. It is affiliated with the American International Relations Clubs and the Collegiate Council for the United Nations. New members are taken in each fall.

Young Democrats

Affiliated with both state and national Young Democratic Clubs, the YD's at Sweet Briar are a group organized "to stimulate an active

interest in government affairs, to increase the efficiency of popular government, and to foster and perpetuate the ideals and principles of the Democratic Party." In addition, the Young Democrats also try to recruit new members for the Democratic candidates and to acquaint students with the issues and personalities involved in all elections. Their meetings are held monthly and are open to all students who are affiliated with the Democratic Party.

Young Republicans

Organized to stimulate campus interest in current political affairs, the Young Republican Club at Sweet Briar is active on the local, state, and national scenes in cooperation with the College and State Young Republican Federation of Virginia. Not only does the club sponsor prominent speakers, it initiates joint activities, workshops, and mixers with neighboring undergraduate and graduate schools. Members are kept busy throughout the year campaigning, doing precinct work, and service projects. The club welcomes everyone at the monthly meetings, and encourages those generally supporting the Republican Party to join.

Young Women's Christian Association

1. Purpose: The Young Women's Christian Association of the United States of America, a movement rooted in the Christian faith as known in Jesus and nourished by the resources of that faith, seeks to respond to the barrier breaking love of God in this day. The Association draws together into responsible membership women and girls of diverse experiences and faiths, that their lives may be open to new understanding and deeper relationships and that together they may join in the struggle for peace and justice, freedom and dignity for all people.
2. Membership: Any member of the Sweet Briar student body may be a member of the Y.W.C.A. New members will be inducted in the early fall. Although the purpose of this organization is "... to seek to understand Jesus and follow Him," people of all faiths are welcome. All Y.W.C.A. members meet together at monthly meetings where they exchange news of their projects and have speakers or programs of special interest to the Association.
3. The Cabinet: The Cabinet is composed of the officers, the committee and project chairmen, two freshmen representatives, and an adviser. Cabinet meetings are held at least twice monthly; all members of the Association are invited to attend.

4. Committees and Projects: In order to provide varied opportunities for service to others, the Sweet Briar Y.W.C.A. has a number of special projects. A member is expected to work on at least one project. A summary of them follows:
- a. Annual Religious Conference: Each February the Y. invites an outstanding theologian to lead a three day conference.
 - b. Phyllis Wheatley Y.W.C.A.: The Sweet Briar Y. has several meetings for projects and discussions each year with this predominately Negro Y. in Lynchburg.
 - c. World University Service: Twice a year a clothing and book drive is held to gather materials for under-privileged foreign students and some in the immediate area.
 - d. Story Hour: Every Saturday morning the Sweet Briar Y sponsors film-strips and stories for children in Amherst.
 - e. Children's Art Class: Once a week the YWCA holds an art class for interested children at the Amherst Elementary School.
 - f. Christmas Party: At Christmas the Y. gives a party for all the children of employees. This group also plans other Y. parties.
 - g. Ryan's Old Folks' Home: This home is visited regularly by Y members.
 - h. Nursery School: Three afternoons a week the Y helps in the Bethune Nursery School in Lynchburg.
5. Other Features: The Y.W.C.A. has an office located on the third floor of the chapel. It has a growing library of devotional materials and books on religious topics which may be borrowed by members for study or reference.

II. COMMITTEES

Campus Chest

The Campus Chest, a joint student-faculty committee conducts an annual fund drive and acts as a clearing house for all appeals for funds coming to the student body from sources both on and off campus. The entire committee allocates the funds raised. In addition, Campus Chest provides annually a full-expense scholarship for a student from St. Andrews University, Scotland.

Members in Campus Chest include a student chairman, faculty chairman, treasurer, secretary, publicity head, representative of the

foreign students, and four faculty members appointed by the President of the College.

Curriculum Committee

The Curriculum Committee is organized for the purpose of representing the students and serving as a liason between the faculty and students on matters pertaining to curriculum. The Committee serves as a medium of exchange for academic ideas and experiences of the faculty and students by meeting with the Faculty Committee on Instruction to present student suggestions for curriculum revision and to discuss aspects of the educational program. The Committee also acts as the liason between faculty and students of major departments. The Committee is composed of a representative of the Freshman class, the Sophomore class, the Sweet Briar News staff, the Head of Orientation, and a Junior or Senior from the ten major divisions of study: English, American Studies; Art History; Drama; Modern Languages; Natural Sciences; Government, Economics, International Relations; History; Mathematics, Psychology; Sociology, Religion, Philosophy; and Classical Languages. The representatives are elected by the student majors.

Joint Council

The Joint Council is a group consisting of three faculty, three alumnae, three students, three Board members, and the President and the Dean of the College. This group meets once a year to discuss matters of mutual concern.

Orientation Committee

The Orientation Committee is composed of a Junior chairman who supervises the work of seven Sophomore committees directed by seven Sophomore co-chairmen: the academic committee, the entertainment committee, the activities committee, the publicity committee, the picture book and name tag committee, and the special committee whose members do not have little sisters because their special responsibilities entail much extra time. The purpose of the Orientation program is to help the incoming Freshmen adjust socially and academically to college life at Sweet Briar.

Student Development Committee

The Student Development Committee is a group of 13 students who work together with the Head of the Development Office to raise

money for Sweet Briar which is allocated by an annual vote of the entire student body. The committee is responsible for keeping members of the Sweet Briar community informed of any money-making projects and urging their cooperation and support in such projects.

Vocational Guidance Committee

The Vocational Guidance Committee is composed of five faculty and twenty student members, including representatives from each class. The work of the committee, coordinated by the Director of Vocational Guidance, includes making arrangements for representatives of professions and vocations who visit the campus for interviews, panel discussions and lectures. The Committee also handles publicity, writing of articles for the college newspaper, distributing results of questionnaires and maintaining the bulletin board.

III. STUDENT PUBLICATIONS

The Brambler

The Brambler is the college literary quarterly. By publishing poetry, prose, art work, music or any other creative endeavor of fine quality contributed by the four classes and occasionally by the faculty, *The Brambler* aims to recognize and to stimulate creativity at Sweet Briar and to bring varied and vital enjoyment to all readers.

The Briar Patch

The Briar Patch, the Sweet Briar annual, is published each spring. In the page of *The Briar Patch* the staff tries to give all aspects of college life, especially the outstanding events of that year, which will serve as a permanent record and reminder when the year is over.

The Key

The Key is an illustrated booklet which presents an informal picture of life at Sweet Briar. It discusses some of the college traditions and customs as well as giving practical advice to incoming students.

The Students' Handbook

The aim of the STUDENTS' HANDBOOK is to acquaint students with the rules, activities and organizations of Sweet Briar and to introduce the honor system which governs every aspect of life here. The HANDBOOK forms an important source of reference throughout the year. It is published annually; a copy is sent to each freshman in the summer

while upperclassmen receive copies upon return to the College in the fall.

The Sweet Briar News

The Sweet Briar News is the weekly newspaper published by the students. It aims to give the students, faculty, and community reports of all the news which will be of interest to them. All students and especially freshmen whether they have had experience on school newspapers or not, are urged to try out for positions on the staff. Parents are invited to subscribe and keep up with campus events.

IV. Directory Of Student Officers

Aints and Asses

President KITTY LITCHFIELD

Athletic Association

President JEAN McKEE

Vice President MIMI MOORE

Secretary BEV VAN ZANDT

Treasurer DEBBY OHLER

Intramurals BRUCIE BARRETT

Councils

Basketball ELIZA WALBRIDGE

Cabin BETTY RAU

Dance KAREN HARTNETT

Hockey KATHY GARCIA

Lacrosse STUART DAVENPORT

Lake CANDACE BUKER

Riding TONIA ANDERSON

Tennis PAGE KJELLSTROM

Brambler

Co-editors {KRISTIN HERTZOG
ALEX RICH

Briar Patch

Co-editors {CAROL COVINGTON
DENNY MULLEN

Business Manager KATHIE KRAEMER

Bum Chums

President DORRIE WETZIG

Secretary MARY BELL

Treasurer PAMOLU OLDHAM

Center of Italian Culture

All Officers To Be Elected

Challenge

Head LINDA GOULD

Choir

Head ANN TEDARDS

Manager LAURA MINK

Treasurer JOANIE HICKS

Chung Mungs

President STUART CAMBLOS

Treasurer TO BE ELECTED

Class Officers

1970

President NIA ELDRIDGE

Vice President MARY JANE HIPPI

Secretary PAT SWINNEY

Treasurer TERESA EOFF

1971

President LINDA LEWIS

Vice President MIDGE MONTGOMERY

Secretary KATY WOROBEC

Treasurer ALIX SOMMER

1972

President BARBARA TESSIN

Vice President PENNY WALSH

Secretary ANN OSMANSKI

Treasurer CHARLOTTE LYKES

Committee for the Understanding of Racial Attitudes

President DEBBY PIGMAN

Vice President LIZ SMITH

Secretary VALERIA MURPHEY

Curriculum Committee

Student Chairman SARAH WATSON

Fire Protection

Fire Chief MARY KELLEY

House Presidents

<i>Boxwood</i>	ALLEN LYBROOK
<i>Carson</i>	ROMA SKEEN
<i>Dew</i>	JEAN ANDREWS
<i>Grammer</i>	LANDI MOORE
<i>Gray</i>	ANN GATELEY
<i>House 1</i>	TRICIA HODGE
<i>House 3</i>	JOHANNA YAPLE
<i>Manson</i>	SUE HOLBROOK
<i>Meta Glass</i>	{LYNN WATERMAN EMILY McNALLY
<i>Randolph</i>	KATE SCHLECH
<i>Reid</i>	MARGARET HAYES

Judicial Board

<i>Chairman</i>	BARBARA OFFUTT
<i>Vice Chairman</i>	KATHY CUMMINGS
<i>Secretary</i>	BECKY RANDOLPH
<i>Senior Representatives</i>	{DIANE McCABE KATHY CUMMINGS BETTY McLEMORE
<i>Junior Representatives</i>	{BECKY RANDOLPH MICHELA ENGLISH LYN MANOV
<i>Sophomore Representatives</i>	{HILLARY MANKIN LINDA ODUM KATHY UPCHURCH

Math Club

<i>President</i>	BOBBIE BELL
<i>Vice President</i>	TERESA EOFF
<i>Secretary-Treasurer</i>	CAROLINE GIBBES

Orientation

<i>Junior Chairman</i>	LIND DORE
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Paint And Patches

<i>President</i>	SUKI HULL
<i>Vice President</i>	LAWSON CALHOUN
<i>Secretary</i>	CAROL REMINGTON
<i>Treasurer</i>	JEANNE LITTLETON

Social Activities Committee

Chairman WALLIS WICKHAM

Student Development Committee

Chairman LINDA WILLIAMS

Secretary KIM MITCHELL

Treasurer BAIRD HUNTER

Students' Handbook

Editor LOUISE McLAUGHLIN

Business Manager ANNE HELMS

Student Government Association

President JARRETT DUDLEY

Vice President MARY JO PETREE

Secretary CLAIRE KINNETT

Treasurer BARBIE GRACEY

Sweet Briar News

Editor JO SHAW

Business Manager SALLY MACFARLANE

Sweet Tones

Head TRACY SAVAGE

Tau Phi

Head BARBARA LALANCE

Vocational Guidance

Chairman MARY SCALES

Secretary B. J. MARTIN

World Affairs Club

President LYNNE BRANTLY

Young Democrats

President KATHY HORAN

Young Republicans

Chairman PAMMY HENERY

Y.W.C.A.

President SALLI SHROPSHIRE

Vice President SALLY BLALOCK

Secretary BETTY WORKS

Treasurer KATHY HORAN

OFFICE HOURS, TELEPHONE NUMBERS



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I. Directory of Hours

Bank	Monday-Friday:	8:45 a.m. - 12 noon
Book Shop	Monday-Friday:	9:00 a.m. - 5:00 p.m.
Boxwood Inn	Monday-Friday	
	Luncheon	12:00 noon - 1:15 p.m.
	Snack and Coffee	2:00 p.m. - 5:00 p.m.
	Dinner	6:00 p.m. - 7:15 p.m.
	Sunday:	
	Dinner	12:00 noon - 1:15 p.m.
	Snack and Coffee	2:00 p.m. - 5:00 p.m.
	Supper	6:00 p.m. - 7:15 p.m.
Date House	Monday-Saturday:	12:00 noon - 7:00 p.m.
Dean, Office of	Monday-Friday:	8:30 a.m. - 12:30 p.m. 1:30 p.m. - 4:30 p.m.
Dean of Students, Office of	Monday-Friday:	8:30 a.m. - 12:30 p.m. 1:30 p.m. - 4:30 p.m.
Infirmary	Monday-Friday:	8:30 a.m. - 12:15 p.m. 4:00 p.m. - 5:00 p.m.*
	Saturday:	9:00 a.m. - 12:00 noon
	Sunday, Holidays	9:30 a.m. - 10:00 a.m.* 5:45 p.m. - 6:15 p.m.*

*The physician is not at the Infirmary during these hours.

Library

Stacks, Loan Desk and Reading Room:

Monday-Friday: 8:00 a.m. - 5:30 p.m.
7:30 p.m. - 10:00 p.m.

Saturday: 9:00 a.m. - 5:30 p.m.
7:30 p.m. - 10:00 p.m.

Sunday: 2:00 p.m. - 5:30 p.m.
7:30 p.m. - 10:00 p.m.

Gallery and reserve rooms in main library are open daily from 6:00 a.m. until 12:30 a.m. Hours of opening for the departmental libraries, the Periodical Room, Browsing Room, and the Kellogg Library will be posted.

Refectory

Meal Hours Breakfast, Monday-Friday: 7:15 a.m. - 8:15 a.m.

Breakfast,
(regular) Saturday, Sunday 8:30 a.m. - 9:00 a.m.

Breakfast,
(light) Saturday, Sunday 9:00 a.m. - 10:00 a.m.

Lunch Monday-Saturday 12:40 p.m.

Dinner Monday-Saturday 6:15 p.m.

Dinner Sunday 1:15 p.m.

Supper Sunday 6:15 p.m.

Post Office* Monday-Friday 8:30 a.m. - 5:00 p.m.
Saturday 8:30 a.m. - 12:00 noon

Vocational Guidance,
Office of Monday-Thursday 8:30 a.m. - 12:30 p.m.
1:30 p.m. - 4:30 p.m.

*The Post Office is closed on all legal holidays. On these days, as on Sunday, mail is put in the boxes in the morning only. At all other times there are two deliveries daily, one in the morning and one in the afternoon.

II. Directory of Telephone Numbers

Boxwood Tea Room381-5797

Date House381-9672, 381-9673

Dean's Office:

Dean Sims381-5534

Miss Blair381-5535

Dean of Students, Office (Miss Jester, Mrs. Carr)381-5529

Dormitories:

Boxwood Inn First Floor381-9676
 Second Floor381-3322Carson First Floor (125-135) 381-3368, 381-9772
 Second Floor (225-235)381-9687
 Third Floor (325-335) 381-3369, 381-9771Dew Ground Floor381-3362, 381-9787
 Lobby381-3338
 First Floor (103-120)381-9775
 Second Floor (201-220) 381-3364, 381-9788
 Third Floor (301-317) 381-3365, 381-9770

House 1381-3394, 381-9694

House 3381-3355

Grammer Ground Floor381-3357
 First Floor (100-117)381-9683
 Second Floor (200-217)381-9684
 Third Floor (300-317) 381-3358, 381-9776Gray First Floor, House Phone381-3329
 Second Floor (200-208) 381-3313, 381-9774
 Third Floor (300-307)381-9680

Manson	First Floor	(177-190; ABC)	381-9782
	Second Floor	(276-290)	381-3396, 381-9773
	Third Floor	(376-390)	381-9783
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		(161-165)	381-3345
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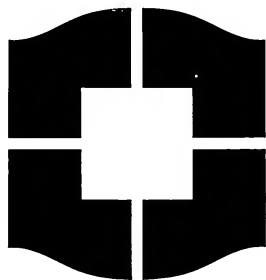
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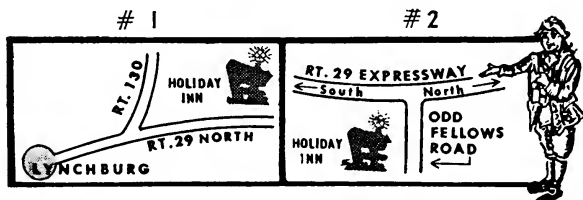
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